

\$ 33,000 - \$ 42,000

Revised: September 2017

Job Description Clerical Assistant

Position Summary:

Under general supervision, the Clerical Assistant serves as receptionist for the Agency, and performs general office support for all departments.

Duties/Responsibilities:

Typical duties include, but are not limited to the following:

- Serves as receptionist; answers telephone, takes and transmits messages, and establishes priority for those requiring immediate action by the management staff.
- Greets office visitors in person and on the phone.
- Processes incoming and outgoing mail, including Fed Ex and UPS shipments.
- Handles personal and confidential mail and documents.
- Performs clerical and administrative duties as delegated.
- May prepare or assist in the preparation of reports and special projects.
- Prepares payments received for bank deposits.
- Maintains and orders office supplies.
- Processes Agency capacity fees and corresponding documents.
- Performs other duties, as assigned.

Qualifications:

Any combination of education and experience that provides the knowledge, skills, and abilities as described herein.

Experience: One year of clerical experience performing a variety of office support work and using Microsoft Office programs.

Licensure: Must have a valid California Driver's License.

Knowledge of:

- Generally accepted office procedures and processes.
- Principles of customer service.

Skills to:

- Utilize the Microsoft Office suite of products at the advanced level.
- Utilize common office equipment.

Ability to:

- Establish and maintain effective working relationships.

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- Communicate effectively, both orally and in writing.
- Project a positive, friendly image of the Agency to the public.
- Prioritize work.

Physical Requirements:

This position requires the ability to daily climb stairs, crouch, reach with hands and arms, stand, walk, sit for extended periods, pull objects, use fingers to pinch or grasp and feel, talk and hear. The work performed requires the ability to see both distance and close, colors and shades of color, and use depth perception. Work is performed inside.