



City of Newark

Position Announcement

Administrative Support Specialist II

Part-time, Seasonal, Temporary (PST-X) position (Benefited)

COMPENSATION \$31.84 - \$37.90 an hour

THE POSITION

Under general supervision, provides a variety of moderate to difficult clerical support services to the Public Works Department. **This is a Full Time position (9/80 schedule: Monday-Friday with every other Friday off).**

This is the journey level class of the Administrative Support Specialist series, fully competent to independently perform a variety of office support duties. All positions are characterized by the presence of guidelines from which to make decisions and the availability of supervision in non-routine circumstances. Specific duties will vary with the departmental assignment, but all positions require incumbents to prepare reports, documents, and correspondence using a variety of word processing, spreadsheet, and publishing software applications. You may be assigned to do work on committees or special projects. This class is distinguished from the Senior Administrative Support Specialist in that the latter performs the more complex office clerical assignments and may provide lead direction or work review for assigned clerical staff and/or specialized knowledge of permit or application processes, legal requirements, or budget activities.

ESSENTIAL DUTIES

Prepares correspondence, reports, forms and specialized documents related to the functions of the assigned department from drafts, notes, dictated tapes, or brief instructions using a variety of word processing, spreadsheet, and publishing software applications; operates personal computer systems to input or retrieve data and prepare reports; proofreads and checks materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling; makes corrections as required; creates graphics and other presentation materials; prepares and updates a variety of reports, which may require the use of arithmetic calculations; maintains records and processes forms, such as payroll, purchase requisitions and other forms and computer files related to the assigned department; researches, compiles and provides tracking for information and data from departmental files, records and reports; acts as receptionist and receives and screens visitors and telephone calls, takes messages and provides factual information regarding City or assigned department activities and functions; may be assigned to work on special projects and committees for Citywide events or program activities; operates standard office equipment, performs such office support activities as opening and distributing mail, processing outgoing mail, and ordering office supplies; and may provide backup clerical support for other clerical positions.

QUALIFICATIONS

Knowledge of:

- Standard office practices and procedures.
- Operation of a variety of word processing, spreadsheet, and publishing software applications.
- Operation of standard office equipment including office computers and networks.
- Computer and paper record keeping, report preparation and filing methods.
- Correct English usage, including spelling, grammar, punctuation and standard office document formatting; Basic business arithmetic.
- Policies and procedures of the City and those related to the department to which assigned.
- Basic research techniques and report writing.
- Experience with Adobe Suite products such as InDesign & Illustrator is highly desirable.

Ability or Skill to:

- Perform detailed clerical work & word processing accurately.
- Organize and maintain office files and records accurately.
- Compose correspondence from brief oral instructions or written documents utilizing appropriate formats.
- Make accurate arithmetic calculations, count and reconcile cash drawers, prepare tills and deposits.
- Use initiative and sound independent judgment within established guidelines.
- Prioritize work, coordinate several activities and work projects, and meet deadlines.
- Maintain effective working relationships with those contacted in the course of the work.
- Operate an office computer and software applications in a manner appropriate to the position. Some positions may require high speed levels in word processing activities.
- Understand and carry out oral and written directions.

Experience and Training: Any combination of education and experience equivalent to:

- High school diploma, G.E.D., or California High School Proficiency Examination Certification.
- Two years of general clerical or office assistant experience.

Special Requirement: Some positions may require the possession of a California driver's license.

Physical Requirements: Ability to sit for prolonged periods of time, bend, stoop, speak and hear. This class requires the use of hands and arms to operate a computer key board, grasp objects, and to reach. Employees in this class must occasionally lift and/or move up to 25 pounds.

Interested candidates must apply at www.CalOpps.org and are encouraged to submit their resume.

The first review of qualified applications is March 8, 2019.

The position will remain open until filled.

Applications will be screened according to the qualifications outlined in this announcement. Not all applications, which may meet the minimum requirements, will proceed to the next phase of the recruitment process. The best qualified candidates will be invited to continue in the selection process, which may include an oral panel interview and/or skills testing. **The tentative interview date is to be determined.**

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the review date for accommodation requests.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the applicant will be required to submit to a pre-employment medical examination. Applicants must be successful in all phases of the selection process to be considered for this position.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

COMPENSATION & BENEFITS

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- **Health Insurance:** Effective January 1, 2019, the City contributes up to \$821 per month towards medical, dental, and vision coverage.
- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRA members. The City does not participate in Social Security. The City participates in Medicare.
- **Vacation Accrual:** 6.667 to 16.667 hours per month and depending on length of service.
- **Sick Leave:** 8 hours per month.
- **Holidays:** 13 holidays.
- **Deferred Compensation:** Voluntary participation.
- **Life Insurance and AD&D:** City-paid \$20,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 47,531, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at www.newark.org & take a Video Tour of Newark, CA

Administrative Support Specialist II Supplemental Questionnaire

1. The Public Works Department handles a high volume of customers on a daily basis, and the Administrative Support Specialist II position will need to multi-task. Do you have any experience in the high volume customer service field and with multi-tasking?
 - Yes
 - No

2. If you answered “Yes” to Question #1, please describe your experience in the customer service field and give specific examples of how you have handled multi-tasking. If you answered “No”, what do you think are important considerations for a high volume customer service environment as well as multi-tasking?

3. Please list the computer programs/applications you have experience with. Please indicate your level of proficiency with each of them.

4. This position requires a minimum of two years of general clerical or office assistant experience. Describe your clerical/office assistant experience and state the number of years of experience you have.