



WE ARE NOW HIRING!

Office Assistant I or II

HUMBOLDT BAY HARBOR, RECREATION, AND CONSERVATION DISTRICT

- Join the dynamic team at the Harbor District.
- Interface with the public and dive into a diverse array of tasks supporting Harbor District programs and projects.
- Work with Harbor District staff to ensure a productive and efficient office environment.

Compensation:

Includes full-time hourly compensation Office Assistant I (\$12-18/hr), Office Assistant II (\$18-22/hour).

Plus benefits: medical, dental, vision, and life insurance; sick leave, paid holidays, CalPERS retirement; and 457 Plan participation.

**Please submit letter of interest and resume by
Wednesday, June 12, 2019 at 5 p.m.**

Position information is available at www.humboldtby.org/jobs.
To apply, please send resume and letter of interest to
jtollson@humboldtby.org or by mail
to 601 Startare Drive, Eureka, CA

OFFICE ASSISTANT I - II

DEFINITION:

Under the direction or general supervision of higher level staff, performs a variety of administrative duties and support for the Harbor District. Such activities include but are not limited to, answering phone, email and front counter questions and inquiries, maintaining legal and financial records, obtaining proof of insurance, uploading documents to the District's web page, preparing minutes of Board meetings, performing a variety of routine clerical, reception, and office support functions; and other related duties as required.

CLASS CHARACTERISTICS:

Office Assistant I: This is the entry-level class in the Office Assistant I - II series. This class is distinguished from the Office Assistant II by the performance of the more routine tasks and duties assigned to positions within the series while gaining knowledge and abilities. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately staffed with the Office Assistant II and incumbents may advance to the higher level upon meeting the promotional requirements established for the position.

Office Assistant II: This is the journey-level class in the Office Assistant I - II series. This class is distinguished from the Office Assistant I by the performance of the full range of more complex duties. This class requires only general direction or assistance as new or unusual situations arise and employees are fully aware of the operating procedures and policies of the work unit. This class is further distinguished from the Office Assistant I by the size, breadth, and complexity of the projects or programs for which they are responsible. Key areas of journey level duties which the employee must be proficient to advance to the Office Assistant II is in the area of financial bookkeeping and/or human resources. The Office Assistant II works with higher level staff on more complex projects and may exercise technical and functional supervision over assigned staff. This class is flexibly staffed and normally filled by promotion from the lower class of Office Assistant I, or when filled from the outside, requires satisfactory demonstration of ability to meet the requirements established for promotion to the position.

EXAMPLES OF DUTIES:

- Composes and prepares a wide variety of reports, letters, memoranda, forms, and other materials related to assigned responsibilities, including reviewing and verifying for completeness and conformance with established regulations and procedures, checking drafts for punctuation, spelling, and grammar, making or suggesting corrections to drafts; researches, compiles, and analyzes information; applies District and program policies and procedures in determining completeness of a variety of District related documents, including applications, permits, records, and files.
- Creates and maintains accurate and efficient office filing systems for various District records; prepares records and files for storage and/or destruction as appropriate; maintains the security of confidential files as required.

- Receives and screens visitors, telephone calls, email, and written correspondence providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; receives, and determines the priority of, and distributes incoming mail and correspondence; processes out-going mail for the District.
- Provides and performs administrative support functions related to various technical District processes including assisting in preparing and processing applications, permits, contracts, insurance requirements, and grant documents.
- Prepares, copies, and distributes a variety of documents including agendas, agenda packages, assembles technical specifications, bid packages and requests for proposal.
- Prepares contracts and specifications, legal notices, and public service announcements; ensures documents are properly recorded, distributed, posted, and filed.
- Provides clerical and administrative support for assigned committees and Boards.
- Schedules appointments, coordinates meetings, schedules use of facilities and/or equipment; coordinates travel arrangements and accommodations and submits all related paperwork.
- Maintains contact with District personnel; dispatches appropriate personnel via cell phone to address emergencies, complaints and other work orders.
- Assists in budget preparation by researching and compiling information from a variety of documentation and data.
- Takes payments from customers; prepares requisitions for purchase orders and check requests; reconciles credit card accounts; prepares bills for services and reimbursement for damages and restitution; processes and records invoices for payment; receives payment and balances receipts for permits, applications and various other fees; disburses and reconciles petty cash.
- Orders and maintains supplies and equipment.
- Maintaining and updating the District's web page.
- Performs other related duties as assigned.

REQUIREMENTS:

- Must possess a valid California Driver License.
- Must be proficient in the use of general office equipment, such as but not limited to, phone, stamp machine, calculator, copier, fax, and printers.
- Must be proficient in the use of computer programs such as word processing, spreadsheet, calendar, email, database, web design, publishing, and other harbor management programs.
- Must be proficient in office organization including filing and records management; proper English usage, including spelling, grammar, punctuation and composition; basic business arithmetic and accounting; the principles and practices of effective customer service.
- Must be able to keep accurate book keeping using QuickBooks and/or other programs.
- Knowledge must stay current in the areas of the duties and activities described in this job

description.

- Must be willing to work nights, weekends, standby, on-call, and overtime as necessary.

PHYSICAL REQUIREMENTS:

Must be able to perform the physical aspects of the job, including sitting for periods of time, operating standard office equipment, including a computer; climbing ladders and stairs, operating a motor vehicle; lifting or carrying up to 50 lbs.

EXPERIENCE AND TRAINING:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Office Assistant I: One (1) year experience working in a professional office. One year of college level course work from an accredited college or university or a bookkeeping certification may be substituted for work experience.

Office Assistant II: A bookkeeping certification with at least four (4) years' experience working in a professional office. Up to two (2) years of college level course work from an accredited college or university may be substituted for work experience.