



January 2021  
FLSA: NON -EXEMPT-CONFIDENTIAL

## ADMINISTRATIVE ASSISTANT/BOARD CLERK

### DEFINITION

Under direction of the General Manager, this position is classified as confidential and is responsible for providing support to the administrative offices and District Board of Directors. Responsibilities include but are not limited to analyzing and organizing documents into a records retrieval system; preparing letters and memos to meet administrative deadlines, demonstrating software skills in Word, Excel, PowerPoint and Access; and, operating standard desktop computers, fax machines, copiers and other office equipment. This position will assist in administrative functions related to the Board of Directors. Strong interpersonal skills and an ability to exercise sound judgment and work both independently and as a team member is required. Confidentiality on all matters is essential.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager. No supervision of staff is exercised.

### CLASS CHARACTERISTICS

This is an office administrative class that performs a variety of office administrative, project coordination, and support work for the District. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, and the ability to communicate clearly and effectively.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Screens calls, visitors, and mail; responds to complaints and requests for information.

- Directs callers to appropriate District staff; assists the public at the front counter and directs the public to appropriate locations/staff; issues plumbing permits; collects fees; represents the District to all callers and visitors in a professional and customer friendly manner.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (continued)**

- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of databases and reports.
- Types drafts and a wide variety of finished documents from notes, brief instructions, rough drafts and dictating equipment; initiates correspondence and other material independently or for signature by the manager.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Coordinates travel arrangements and accommodations for personnel; submits all related paperwork.
- Scans documents to server; makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files. Manage paperless office within administration – engineering, accounting, general, etc.
- Maintains and stores a variety of records, files, logs, and reports related to departmental operations and activities; establishes and maintains specialized software systems related to technical areas of responsibilities; periodically reviews and purges files in accordance with applicable laws, regulations, and guidelines.
- Explains and interprets departmental policies and procedures to staff, outside agencies, or the public.
- Coordinates required Federal/State training for staff and employees.
- Interprets and applies District rules, policies, and procedures, Memorandum of Understanding, and local, state, and federal laws.
- Participates in various District programs: balance petty cash, accounts payable, accounts receivable, billing, and credit card reconciliation; conducts and prepares special studies and reports.
- Assists in preparing District budget as directed, including assembly.
- Schedules, coordinates, and attends Board meetings, takes minutes and prepares Board of Director documents, postings, notices, and agendas, ensuring procedural compliance with regulatory requirements and relevant laws and acts such as the Brown Act; schedules public hearings; files annual reports; ensures conformance of forms, such as Board of Director compensation sheets, with District policies.
- Ensure all public meetings (agendas, minutes, packets) are appropriately posted on the District web site.
- Post reports/documents to web site as directed.
- Prepare transcription record of all board meetings and committee meetings as necessary.

- Maintains accurate records of all proceedings of Board and committee meetings, resolutions, agreements, and ordinances of the Board of Directors and committees of the District.
- Follows-up on Board actions, as required; attests, publishes, and posts ordinances and resolutions, executes legal contracts, oversees the recording of documents, and prepares follow-up correspondence.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Maintains accurate records of work performed.
- Orders office supplies for administration office.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Record keeping principles and procedures.
- Computer applications; Excel; MS Word; Word Perfect; Adobe Acrobat and other data base applications as related to work.
- Business letter writing and report preparation.
- Basic arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

### **Ability to:**

- Interpret, apply, and explain policies, procedures, and practices of public administration.
- Maintain benefit program enrollment/termination status of all employees and reconcile employee benefit records.
- Perform technical, administrative, and secretarial support work with accuracy, speed, and general supervision.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of tact and discretion.

- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate and confidential records.
- Make accurate basic arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Identify and take appropriate action when operating problems occur.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of their work.

**EDUCATION AND EXPERIENCE:**

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

Equivalent to the completion of an Associate's Degree in Business or related field, and five (5) years of administrative/clerkal experience, of which executive level experience is desirable.

**Required Qualifications:**

- Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The California Sanitation Risk Management Authority (CSRMA) driving standards.

### **Additional Qualifications:**

All Carmel Area Wastewater (CAWD) District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

### **PHYSICAL DEMANDS**

*The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

#### **Standing:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 4 hours)
- Surfaces: Tile, carpet, concrete, asphalt
- Description: Performs while communicating with coworkers and public during informal meetings, operating standard office equipment, accessing file drawers or shelves, performing presentations, and performing other described job duties.

#### **Walking:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 4 hours)
- Surfaces: Tile, carpet, concrete, asphalt
- Description: Within building, to and from offices, relocating files/paperwork or office supplies, using carts, and performing other described job duties.

**Sitting:**

- Average Frequency: 4 to 8 times per day
- Average Duration: Long (2 to 8 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Cushioned vehicle seat, office chair
- Description: Performing various desk station activities including using a computer, reading and writing, driving a vehicle, during meetings and trainings, and performing other described job duties.

**Kneeling/Crouching/Squatting:**

- Average Frequency: 1 to 5 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Tile, carpet
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level.

**Crawling:**

Not a job requirement

**Laying on Back/Stomach:**

Not a job requirement

**Climbing/Balancing:**

- Average Frequency: 1 to 3 times per month
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per month
- Maximum Duration: Medium (1 to 2 hours)
- Surfaces: Stair or ladder steps, vehicle floorboard, step stool
- Description: Performs while ascending or descending a warehouse ladder to access upper shelves; entering or exiting a vehicle cab, one step.

## **Reaching:**

### *Above Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while accessing or placing files, paperwork or binders and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

### *Between Waist and Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart to transport office supplies or file boxes., and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

### *Below Waist Level:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers, or ground level. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

## **Pushing/Pulling:**

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart to transport file boxes or related items. Unilateral or bilateral arm use.

## **Twisting/Rotating:**

### *Waist:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, performing general office tasks, driving, and performing other described job duties.

### *Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, performing general office tasks, driving, and performing other described job duties.

### *Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, handling office supplies and paperwork, and performing other described job duties. Unilateral or bilateral hand use.

## **Bending:**

### *Waist:*

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers, or ground level.

### *Head/Neck:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics including reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and performing other described job duties.



*Wrists:*

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs during normal body mechanics, while handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

**Lifting/Carrying:**

*0 to 10 lbs.:*

- Objects: Office supplies, ream of paper, binders, manuals, documents, mail, small packages, writing utensils, telephone handset, chair, laptop computer, vehicle fire extinguisher, electrical cords, broom
- Average Frequency: Ongoing -- tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing -- routine tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Height: Ground to shoulder or above
- Distance: Average - less than 50 feet including ascending/descending stairs
- Description: Performs a variety of administrative office tasks including receiving mail and small packages, writing, transferring paperwork, using manuals, loading printers, moving light office equipment, filing; stocking and retrieving office supplies from cabinets/shelves.

*11 to 25 lbs.:*

- Objects: Medium sized packages, box of office supplies, step-stool, fire extinguisher, half-sized box of printer paper, 4" binder
- Average Frequency: 2 times per day
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 8 times per day
- Maximum Duration: Seconds to less than 5 minutes at a time
- Distance: Less than 50 feet
- Height: Ground to shoulder
- Description: Performs while receiving, transferring, and storing these objects.

*26 to 50 lbs. (two-person lifts):*

- Objects: Full file boxes, foldable tables
- Average Frequency: 2 times per month
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 times per week

- Maximum Duration: Seconds to less than 5 minutes at a time
- Distance: Less than 50 feet
- Height: Ground to waist
- Description: Performs while moving tables, boxes, and deliveries or when using a dolly.

51+ lbs.

- Not a job requirement

### **Grasping:**

*Simple:*

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Utilizing a telephone handset, handling paperwork, writing; any grasping necessary to complete required lifts/carries below 25 lbs.

### **Fine Manipulation:**

- Average Frequency: 1 to 2 hours
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 to 3 hours
- Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Utilizing a writing utensil; using computer keyboards/tablets including use of a mouse, touchpad or touch screens; calculator; using telephone, sorting and handling documents. Unilateral or bilateral hand use.

### **Machines/Tools:**

*The machines and tools listed here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Binding machine
- 10 Key -Calculator
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle
- Cart

## **Weights and Measures**

*The items listed here to be weighed or measured are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

### *Items Weighed:*

- Six-foot foldable table – 40 lbs.
- Eight-foot foldable table – 48 lbs.
- Metal chair – 19 lbs.
- File box – up to 30 lbs. (full)

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Employee occasionally will be outdoors at the Treatment Plant facility and be briefly exposed to loud noise levels, inclement weather conditions, cold and hot temperatures, vibrations, chemicals, odors, and fumes.

NOTICE: The examples of functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.