



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ADMINISTRATIVE ASSISTANT I

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 31 <b>Job Code #:</b> VC01
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### JOB SUMMARY

This is the entry level performing Administrative Assistant I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

**Supervision Given:** None

### JOB DUTIES

1. Learns and assists in creating and distributing brochures, flyers, rosters and various other marketing information within assigned area; responds to questions from the public in their assigned area.
2. Learns and assists with data entry functions; maintains inputs, corrects, and updates data; verifies data for accuracy and completeness.
3. Learns and assists with performing clerical accounting duties; receives, audits and prepares invoices for payment including travel reimbursements and purchase orders; matches invoices to purchase orders; issues release for payment.
4. Learns and assists in preparing and reviewing a variety of documents and correspondence for accuracy and completeness; ensures proper signing authority; distributes documents to appropriate staff; prepares routine reports as required.
5. Learns and assists in the requisition of materials and supplies as required; recommends the purchase of office equipment and furniture; and prepares, files, and records purchase orders.
6. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** A high school diploma or general education development test (GED) and four years of relevant experience; or Associate's Degree from an accredited college or university in a related field and two years of relevant experience; or Bachelor's Degree from an accredited college or university in a related field.

**Required Knowledge of:** Principles of data collection; principles and procedures of data entry and record keeping; English usage, spelling, and grammar and punctuation.

**Required Skills and Abilities to:** Perform a variety of routine administrative support duties within an assigned area; research, collect, and compile data supporting information requests from Metropolitan staff and/or the general public; respond to requests and inquiries from the general public; maintain comprehensive records, files, logs, listings and related data; assist in preparing and reviewing a variety of documents and correspondence for accuracy and completeness; understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; operate office equipment including computers and supporting word processing and spreadsheet applications; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

### **Certificates, Licenses and Registrations Requirements:**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

### **Desirable Qualifications**

None

## **PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Job Title: Administrative Assistant I  
Job Code: VC01  
Adopted: 10/27/08  
Effective: 07/01/2019  
Revised: 08/03/2020  
Supersedes: 01/30/2014  
Page: 2

**Vision Requirements:** No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that involves either confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.

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Page: 3