



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ADMINISTRATIVE ASSISTANT I

| | | |
|-------------------------------|--|---|
| Group-Section: Various | FLSA Status: Non-Exempt Bargaining Unit: AFSCME | Salary Grade: 31 Job #: VA04 |
|-------------------------------|--|---|

JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level identify and resolve problems of limited scope and complexity; work on assignments that are routine in nature. Within established guidelines, independently organizes, prioritizes, and initiates work activities.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Prepares letters, reports, and other documents from rough drafts; arranges material into proper format; and creates basic spreadsheets.
2. Answers inquiries; explains or clarifies rules, processes, and procedures; and provides information requiring general knowledge of institutional operations.
3. Extracts information from a variety of sources and compiles information for periodic or special reports.
4. Processes petty cash requisitions, prepares reimbursement reports, and monitors replenishment of funds.
5. Performs corporate credit card purchases and reconciliations, creates reports, and provides support to other card holders.
6. Maintains databases by entering information from a variety of source documents and determining actions necessary to obtain missing information or to correct information.
7. Files documents, records, and reports; develops, reconstructs, and/or purges files; indexes, locates, and updates records.

8. Orders, receives, and maintains office supplies.
9. May act as timekeeper and assists employees and managers with accurate timekeeping submission; reviews and verifies timekeeping entries.
10. Performs other related Administrative Assistant 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: Administrative procedures and systems; methods and techniques of data collection and report preparation; and current office technology and equipment.

Required Skills and Abilities to: Make arithmetic computations with speed and accuracy; apply business policies and procedures; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing, and registrations:

Certificates

- None

Licenses

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

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND 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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

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.

MWD

Metropolitan Water District of Southern California

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, 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.

Vision Requirements: No special vision requirements

Job Title: Administrative Assistant I

Job Code: VA04

Adopted: 03/11/13

Revised: 07/16/13

Supersedes: 03/11/13

Page 3