

VALLEY CENTER MUNICIPAL WATER DISTRICT
ADMINISTRATIVE ASSISTANT III

DEFINITION

Under general supervision, incumbents are fully competent to provide a variety of high-level administrative, office support, customer service, and records management functions.

CLASS CHARACTERISTICS

Administrative Assistant III is the advanced-level class in the series, distinguished from the lower classifications by the relative independence with which duties are performed. It is distinguished from the Administrative Assistant I/II classes, which perform primarily receptionist, clerical, customer service, and office support duties. Incumbents are fully competent and perform the full range of high-level administrative activities in support of a department to include: conducting research, maintaining and updating policy manuals; typing and preparing correspondence; preparing reports; technical documents; assigning and monitoring work of lower level staff. In addition to general clerical and administrative skills, incumbents in this class will have demonstrated Department specific skills related to the department in which they work, and may provide direction to other support staff.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Performs high-level clerical and administrative work for the District involving the use of considerable independent judgment; composes, types and prepares correspondence, reports, forms and specialized documents from drafts, notes, dictated tapes, or brief instructions, proofreads and checks printed materials for accuracy, completeness, compliance with District policies, and correct English usage, including punctuation and spelling.

Enters, edits, and retrieves data and prepares reports from online or personal computer system, following established formats; prepares and updates a variety of reports, which may require the use of arithmetic calculations and consolidating material from several sources; and maintains records and processes forms, purchase requisitions, and orders.

Compiles materials for meetings, prepares agendas, attends such meetings to take minutes, and distributes accordingly.

Establishes filing systems in hard copy or on computer; prepares, arranges, indexes, and cross-references files; updates and organizes files; maintains a variety of records, logs, rosters, and registers; assists in coordinating training and scheduling; coordinates physical and vaccination appointments.

Prepares invoices and deposits; manages petty cash; obtains quotes for equipment and services.

Maintains critical deadlines and coordinates activities with those of other District units to assure completion of the work. Acts as backup receptionist for the District offices, which includes: answering telephone lines and the District's radio communication system, determining nature of call; recording and processing emergency customer service requests; directing callers to proper person/department by telephone or radio dispatch; providing information; or taking messages as appropriate.

Receiving and recording payment, and other monies, and issuing receipts; verifying and posting details of

transactions, such as funds received and disbursed, and totaling receipts and preparing deposits.

Assist in maintaining attendance records, excavation reports, and safety inspection reports; may assist in preparing certificate applications and renewals.

May maintain State water certification records for field employees, which includes sending out continuing education reminder letters, paying renewal fees, and maintaining copies of certifications.

May be required to translate for others from English to Spanish and from Spanish to English.

Provides relief coverage for other office support positions.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Standard office administrative practices and procedures, including business writing and the operation of standard office equipment; basic functions and organization of local governments; record keeping, report preparation, and filing methods; correct English usage, including spelling, grammar, punctuation, and vocabulary; using computers and related software applications.

Ability to: Provide varied clerical and office administrative assistance to department heads; use initiative and independent judgment within established guidelines; research, compile and summarize a variety of informational materials; compose correspondence and perform clerical and related assignments from brief oral or written instructions; organize work, set priorities and follow up assignments with a minimum of supervision; learn District functions, personnel and the specific policies and procedures related to the work; work effectively, meet deadlines and maintain attention to detail despite frequent interruptions; type accurately; understand oral communication and be understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to a High School Diploma or G.E.D.

Experience: A minimum of three years of responsible secretarial and office administrative experience. Secretarial or business training and experience in dealing with representatives of business or community organizations is desirable.

License and Certifications: Notary Public Certification highly preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent 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: While performing the duties of this job, an incumbent is regularly required to sit, talk or hear, in person and by telephone; use hands repetitively to operate finger, handle, or feel standard office equipment; and reach with hands and arms. Incumbent is frequently required to walk, stand, kneel, and bend and lift up to 25 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus to computer monitors and other standard office equipment.

Work Environment: Incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly in office settings. The noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:



General Manager

2/4/2026
Date