



Administrative Assistant for the City of Sebastopol

Salary: \$ 25.67 - \$31.21 per hour

Deadline to Apply: Tuesday, September 10, 2019 at 5:00 P.M. PST

Current vacancy is a Part-time position assigned to the Public Works/Engineering Department

The City of Sebastopol is looking for qualified candidates for the position of Administrative Assistant. The eligibility list resulting from this recruitment will be used to fill one (1) current part-time vacancy within the Public Works/Engineering Department and may be used to fill future full-time and/or part-time vacancies. Regional Government Services and its staff is conducting this recruitment for the City of Sebastopol.

THE POSITION

Working under a minimum of supervision, Administrative Assistants perform a wide variety of routine and complex office, administrative and technical support tasks and duties.

THE IDEAL CANDIDATE:

- Works cooperatively, collaboratively, and effectively as a team member on all assignments
- Establishes and maintains effective work relationships with all those contacted in the performance of their duties
- Has experience serving the public in person and over the phone using tact and diplomacy
- Is proficient using Microsoft Excel, Word, Outlook; and keyboarding
- Possesses a minimum of three (3) years general office experience

QUALIFICATIONS

Education and Experience

Possession of a high school diploma or general education degree (GED) and three (3) years of related general office experience and/or training, or an equivalent combination of education and experience. Possession of a valid California driver's license.

TO APPLY: To view the complete job announcement and to apply for this exciting opportunity, candidates should complete an online application and required supplemental questionnaire at: <http://bit.ly/30F2OXE>

The City of Sebastopol is an Equal Opportunity Employer