

SILICON VALLEY CLEAN WATER
Job Description
October 2013

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Office Assistant

FLSA: Non-Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under general supervision, performs a variety of receptionist, administrative and clerical tasks; Provides general office assistances to management and staff, create and maintain a variety of records and files.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Represent SVCW to all callers and visitors such as members of the public, public officials, member agency and regulatory agency officials, consultants, and suppliers in a professional and customer friendly manner; receive and route incoming telephone calls, mail, faxes and shipments.
- Serves as receptionist at the public counter, answering phones, directing calls, and greeting visitors.
- Maintain the Visitors Log.
- Provide personal protective equipment (hard hats and safety glasses) to all visitors.
- Receive, sort and distribute incoming mail and correspondence. Prepare packages and documents for distribution and mailing.
- Prepares letters, records of discussion, and other formal notes from rough notes and/or brief oral instruction.
- Type, proofread and word process a variety of correspondence, letters, forms and documents.
- Compile data and prepare various documents and reports, including statistical and technical reports, agendas and schedules.
- File documents.

- Scan and file electronic documents.
- Schedule meetings for various managers, directors, and supervisors including scheduling in-house or outside rooms for meetings, Outlook calendar use, and assisting with meeting material preparation and meeting minutes.
- Set up rooms for meetings; order, set up, and clear food and drink refreshments; assure room set up is prepared for meetings such as projector and computer, conference phone, other special graphics, easels.
- Provide clerical support on various special projects as needed.
- Performs a variety of other duties as assigned.
- Establish and maintain positive working relationship with SVCW management and staff, consultants, vendors and the public.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Modern office methods and procedures.
- Basic principles of mathematics, filing and record keeping.
- Receptionist and telephone techniques, including hand-held radio.
- English usage, spelling, grammar and punctuation.
- Letter and report writing; proper grammar, spelling, and vocabulary.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- Learn Silicon Valley Clean Water policies and procedures.
- Communicate effectively verbally and in writing.
- Type 60 words per minute.
- Work with accuracy and attention to detail.
- Operate PC and related current software applications.
- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Effectively organize and prioritize assigned work.
- Present a professional appearance and demeanor to visitors of SVCW.
- Work independently in the absence of supervision.
- Comprehend basic scientific and regulatory language.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

High School Diploma or an equivalent certificate or diploma recognized by the State of California.

Experience or formal training in office support activities involving modern office practices, procedure, and equipment.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License, Class C and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

May be required to be a licensed Notary.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met 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.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands and fingers to handle or feel office related items. This includes the reaching out with hands and arms. Employee must be able to speak clearly and listen effectively in order communicate and relay information.

The employee is occasionally required to stand, walk and use stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics 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.

While performing the duties of this job, the employee regularly works in indoor conditions near video display. Vehicle parking is located outdoors where the employee may occasionally be exposed to outside weather conditions. The position is located at a wastewater treatment facility where the noise levels can vary and the air may contain odors.