

POSITION OPENING ANNOUNCEMENT

POSITION: ACCOUNTING CLERK/ADMINISTRATIVE ASSISTANT
SALARY RANGE: \$21.96-\$26.69 Hourly/\$3,806.40–4,626.27 Monthly/\$45,676.80-\$55,515.20 Annual
BENEFITS: Cost sharing medical, dental and vision options available, vacation/sick leave, calPERS retirement plan, etc.
LOCATION: Grass Valley, California
FILING DEADLINE: October 15, 2018 4:00 p.m.

APPLICATION is available at www.myairdistrict.com. Please fill out the application and mail to:

Office Administrator
200 Litton Drive, Suite 320
Grass Valley, CA 95945

Must be postmarked by October 15, 2018.

INQUIRIES: Please do not call the office to inquire about the details of this position. All information should be available on www.myairdistrict.com. If you have questions about this position, please email office@myairdistrict.com

DEFINITION:

Under direct supervision of the Executive Director, performs a variety of technical and office support work related to the processing of financial transactions and the preparation and reconciliation of financial and accounting records and reports; and performs other duties as assigned.

Performs responsible and specialized secretarial and clerical duties in support of the Northern Sierra Air Quality Management District and Board of Directors.

EXAMPLE OF DUTIES: Incumbents perform the full range of technical work in some of the following areas: billing, processing, payroll, accounts receivable and accounts payable. In addition, this position performs a variety of record keeping, reconciliation, payroll time reports, contract administration and report preparation activities, health and retirement benefits recordkeeping for employees through the California PERS system. Incumbents participate in office support work performing multiple duties to ensure efficient District service.

This position requires specialized accounting knowledge, abilities, skills and experience, involves frequent contact with the public, other District staff, and Board members.

WORKING CONDITIONS:

The ability to think clearly, meet deadlines, maintain stamina for detailed sedentary work, and accurately represent communications in oral and written

form. Must be able to perform a multiple of tasks simultaneously. Requires the use of a personal computer and various related equipment, copy machine, telephone, fax machine, filing cabinets. Work is of a highly detailed nature, requiring alertness, concentration, and the ability to recall information. Must be willing and able to travel to meetings, as assigned.

On a continuous basis, sit at a desk or in meetings for long periods of time. Intermittently twist and reach office equipment; walk, stand, bend, squat, kneel or twist to retrieve files; use telephone; perform simple grasping and fine manipulation; see with correctable acuity sufficient to read characters on computer screen; hear and speak with correctable acuity sufficient to read characters on a computer screen; hear and speak with correctable acuity sufficient to communicate with those contacted in the course of work; write and use keyboard to communicate through written means; hear proceedings and actions taken in public meetings; lift up to 25 lbs. weight.

MINIMUM QUALIFICATIONS:

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- A combination of five years of increasingly responsible administrative work experience in budgeting, accounting, fiscal control and analysis, etc.

OR

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, government, accounting, finance or a related field

LICENSE OR CERTIFICATE:

Must possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

APPLICATION AND SELECTION PROCESS: Applicants must submit a current resume, copy of appropriate degree, and a completed application form, which may be obtained on the District's website at www.myairdistrict.com. Please do not call.

Applications and attachments become District property and may not be returned. The District is an equal opportunity employer and does not discriminate on the basis of handicapped status. Employment is conditioned on passing medical examination. The proper location for filing an application is: Office Administrator, 200 Litton Drive, Grass Valley, CA 95945. Those applicants that meet the qualification standards may be invited to be evaluated by written and oral examination. Applicants will be notified by mail within 2-6 weeks after final filing deadline, therefore applicant must notify the District of any changes of address.