



JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT I **SHORT-TERM TEMPORARY POSITION**

Approximately 20 calendar weeks in duration

40 hours per week

\$18.95 Hourly

NOTE: PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT REAPPLY

Do you have strong clerical experience?

Are you able to prioritize, multi-task, and perform duties independently and accurately?

Do you enjoy working in a team environment?

If you answered yes to these questions, then this would be the perfect job for you!

RESPONSIBILITIES

Under general direction, performs interrelated administrative, clerical, accounting, and operational duties in support of the Utilities Division staff. Incumbent assists with gathering information and completion of diverse projects that must apply a wide variety of rules, regulations and procedures. Work requires interpretation and application of standard rules, regulations and policies with more complex problems referred to supervisor. Work is reviewed less frequently than at the lower levels. Assignments are routine, but less repetitive involving actions which vary by case or are of a coordinating nature. Frequent public interaction takes place to resolve routine inquiries. Non-routine situations are referred to supervisor.

Typical responsibilities include the following:

- Acts as the Division Property Officer for the disposal of excess and obsolete items; collects information and posts descriptions of items to the CBJ database in accordance with CBJ policy; answers inquiries and coordinates public viewings of items.
- Works on a wide array of divisional projects by researching, providing data, working with other CBJ Divisions, and assisting with final written products.
- Submits monthly credit card statements for entire division.
- Receives and screens telephone calls and visitors, inquiries about nature and urgency of their business; answers questions on status of current projects; makes appointments for interviews.
- Learns paper and electronic filing system; scans and files documents pursuant to the CBJ's adopted Record Retention Schedule.
- Reviews, processes, and maintains an audit trail of all outside agency and public requests.
- Gathers information on prices and availability of goods and services; solicit informal bids; prepare delivery orders and purchase requisitions for supplies and equipment; and monitor and assist in preparing and processing paperwork to obtain and pay for routine and recurring services.
- Maintains purchasing logs for Division's purchased goods and services to monitor expense and budget balances thoroughly the fiscal year.
- Under general supervision edits, and finalizes memos, letters, reports, and other miscellaneous office correspondence.
- Drives to alternative CBJ business locations to distribute/deliver mail, reports, and other business items.
- Performs other related work as required.

MINIMUM QUALIFICATIONS

Education: High School graduation or the equivalent.

Experience: Twelve (12) months of clerical work experience.

SUBSTITUTION: Post-Secondary or business college training may be substituted for the required experience on the basis of 2.5 semester hours (3.75 quarter hours) for one (1) month of experience up to a maximum of six (6) months.

Other: Must possess a valid Alaska Driver's license **at time of appointment and for continued employment.**

CONTINUED ON BACKSIDE

CLOSING DATE

A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department. **This bulletin announces open until filled.**

WHERE TO APPLY

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
www.juneau.org/human_resources

OR

Visit
<http://www.juneau.org/personnel/jobs.php>
for instructions on how to submit an application
via email

Drop off completed application to:

City and Borough of Juneau
Human Resources Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

OR

Fax completed application to:
(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER