



# JOB ANNOUNCEMENT

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*This announcement is being distributed pursuant to Section 3.01 of the District Personnel Manual.*

## ADMINISTRATIVE ASSISTANT

**Final Filing Date: Monday, August 1<sup>st</sup>, 2022 by 3:30pm.**

### **Application Process**

Interested individuals may download an application from the District website at [www.fightthebite.net/about/district-jobs/](http://www.fightthebite.net/about/district-jobs/). Failure to fully complete an application and the instructions in this job announcement may result in rejection from the process. Please mail all application materials to:

Sacramento-Yolo Mosquito and Vector Control District  
Attn: Administrative Assistant  
8631 Bond Road  
Elk Grove, California 95624  
(916)685-1022

Or

Submit by e-mail to [Jobs@fightthebite.net](mailto:Jobs@fightthebite.net). Please attach the application materials as a Word or PDF file with the classification title, Administrative Assistant, in the subject line. E-mailed applications are not considered received until opened by District staff.

**Please Note:** It is recommended that Applicants submit their application materials to the District as soon as possible. Applications will be reviewed periodically and applicants will be notified of their status in the recruitment process by e-mail and/or phone.

### **Job Description**

Under the direct supervision of the Administrative Manager, performs a wide variety of administrative support duties, including but not limited to accounts payable, accounts receivable, payroll, benefits and deductions. Performs other general clerical and receptionist duties as required.

### **Illustrative Tasks:**

*The following tasks are typical and may vary depending upon the assignment. These are not to be construed as exclusive or all inclusive. Other tasks within the scope of experience and capability may be required and assigned.*

Provides professional and courteous service to the public over the phone and in person; answers questions, explains policies and procedures, records incoming service requests, receives complaints and refers them to appropriate staff. Files and maintains administrative and operational records, such as, but not limited to, agendas, minutes, resolutions, contracts, invoices, and vendor files. Prepares documents from rough data or drafts and arranges into proper format; proofreads and corrects grammar, punctuation, and spelling. Produces a variety of reports and correspondence using word processing, database and spreadsheet applications, and other District software as required. Notifies Laboratory staff of Dead Bird pick up requests from DHS West Nile Virus Surveillance program. Opens, date-stamps, distributes and sends office mail; signs for and contacts appropriate personnel for deliveries. Maintains inventory of general office supplies; purchases supplies as directed. Maintains Board and Training room calendars and schedules; assists staff with meeting preparations, supplies and equipment. Attends, takes notes, and prepares minutes for Staff, Operational, and Safety meetings. Operates office equipment, such as, but not limited to, computer, copier, scanner and other peripherals. Assists staff with seminar, association and training registration; travel and lodging arrangements. May assist with accounting, payroll and benefit processing, and associated records maintenance. May perform other related or higher level essential tasks in the absence of the Senior Administrative Assistant.

### **Minimum Qualifications**

*Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District.*

#### Education and Experience:

- High School Diploma or equivalent; Associate's Degree from an accredited college or university is preferred; and
- Two (2) years increasingly responsible clerical or administrative experience; and
- Working knowledge of Sage 100 or similar accounting software is strongly desired.

#### Licenses or Certifications:

- Possession of a valid California drivers' license; must be insurable with the District insurance carrier; must maintain valid license and insurability throughout employment.

### **Knowledge and Abilities:**

*The following are examples of attributes and competencies which can be gained and demonstrated through experience, education and training, and are necessary to successfully perform the tasks and duties listed within the Illustrative Tasks section of this description.*

#### Knowledge of:

- Modern office and administrative practices and procedures;
- Operation of basic office equipment, including computer, keyboard, copier, scanner and other peripherals;
- Computer software applications and programs including word processing, databases, spreadsheets, e-mail and internet;
- Correct Business English, good grammar, punctuation, and spelling;

- Basic arithmetic including addition, subtraction, multiplication and division;
- Duties and responsibilities of the Sacramento-Yolo Mosquito & Vector Control District Office.

Ability to:

- Effectively communicate both orally and in writing with the public and coworkers in a tactful and courteous manner;
- Accurately type from rough draft or clear copy; proofread and review work for accuracy and completeness;
- Make accurate arithmetical computations;
- Accept and follow through on oral and written instructions from persons working at a higher level;
- Read and understand District policies, personnel manual, and other standard operating guidelines;
- Maintain confidentiality;
- Adapt work procedures and record-keeping requirements to meet changing organizational or special clerical needs.

#### Physical Demands and Working Conditions:

The position of Administrative Assistant will require work which is varied in nature, including indoor office work and occasional outdoor physical work. Outdoor physical work includes, but is not limited to, set-up, clean-up, and participation at special events and educational presentations.

The Administrative Assistant will need to be able to perform the following essential duties and functions of the position: regularly sitting at desk and in meetings for long periods of time; occasionally reaching and twisting to reach equipment surrounding desk; occasional walking, standing, bending, stooping, and squatting; periodically pushing, pulling or lifting up to twenty (20) pounds; ability to read (with corrective vision if necessary); constant use of overall vision; regular computer use; occasional color and depth vision; regular repetitive motion; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regular hearing and talking in person and on the phone; regular public and/or coworker contact; ability to use fine and gross motor coordination for driving.

Periodically = Activity or condition exists less than 25% of the time

Occasionally = Activity or condition exists 25-50% of the time

Regularly = Activity or condition exists 50-75% of the time

#### Position Status

The vacancy is for a regular full-time position, subject to a one (1) year probationary period.

#### Examination and Selection Process

Applicants selected for interviews will be based on an evaluation of qualifying training, education and experience included in the application materials. Meeting minimum qualifications does not guarantee selection for an interview.

Those candidates selected for interviews will receive an invite for an in-person or video/teleconference interview to further assess training, experience and ability to perform the

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duties of the position. Selection will be based on a combined overall assessment of the interview and application.

Applicants selected for interviews must be available to interview using an online video/teleconference platform such as Google Meet or Zoom, between 7:00am and 3:30pm, Monday through Friday. Alternative interview times may not be offered.

### **Medical Testing**

All persons selected for appointment must pass medical examinations administered by the District designated physician. Sacramento-Yolo Mosquito and Vector Control District is committed to maintaining a drug and alcohol free workplace.

### **Compensation and Benefits**

The starting salary for this position is \$3,537.00, paid monthly.

Group dental, vision, life, long term disability, and optional medical insurance are offered through the District Cafeteria Plan. The District has two different voluntary 457 Deferred Compensation plans. 18 paid days off a year are recognized. 15 days sick leave per year is provided with unlimited accumulation. Upon retirement, unused sick leave may be converted to retirement service credit. 12 to 25 days of vacation a year are provided, based on years of District service. Workers compensation is provided and employees are protected under the Workers Compensation Laws of California.

### **The District participates in the California Public Employees' Retirement System (CalPERS).**

- Employees who first become members of CalPERS (*New Members*) on or after January 1, 2013 participate in a defined benefit formula of 2% @ 62. The employee contribution is calculated based on PERS actuarial studies and is set at 7.5% of reportable compensation through FY 20/21.
- Employees new to the District who are/were members of CalPERS or any other qualifying California public retirement system (*Classic Members*) prior to January 1, 2013, may be eligible to participate in the 2.5% @ 55 benefit formula. Eligibility is based on criteria set forth by the Public Employees' Pension Reform Act of 2013 (PEPRA).
- The District participates in the Medicare portion of the Federal Insurance Contributions Act (FICA); however, PERS qualified employees do not participate in the Social Security portion of FICA.

**Equal Employment Opportunity** It is the policy of the District to provide equal employment opportunity to all applicants. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, sexual orientation or any other legally protected characteristic.

Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.