SACRAMENTO METROPOLITAN AIR
QUALITY MANAGEMENT DISTRICT
Department of Human Resources
777 12th Street, 3rd Floor
Sacramento, CA 95814

http://www.airquality.org/About-Us/Employment

INVITES APPLICATIONS FOR THE POSITION OF:
Office Assistant III

An Equal Opportunity Employer

**SALARY**
$24.65 - $29.96 Hourly

**OPENING DATE:** 08/03/22

**CLOSING DATE:** 08/25/22 04:00 PM

**DESCRIPTION:**

The Sacramento Metropolitan Air Quality Management District is seeking an organized, detail-oriented, and self-confident **Office Assistant III** who can excel in a fast-paced environment. This position provides direct support to the District’s Executive Director/Air Pollution Control Officer (APCO), supports the District’s Clerical Services section within the Administrative Services Division, and reports to the Administrative Supervisor/Clerk of the Board (Clerk).

APCO support includes coordinating travel; managing their calendar; scheduling appointments/meeting with public officials, industry representatives and other public agencies; communicating effectively with district staff, outside agency personnel, public officials, and/or members of the public; drafting and/or reviewing correspondence drafted on behalf of the APCO for quality and clarity, and ultimately disseminating the correspondence as required; and other support tasks as needed.

Administrative support includes coordinating travel for staff, processing customer permits and payments, preparing/distributing correspondence, handling incoming calls, greeting visitors, facilitating board meetings in the absence of the Clerk, managing workload to meet task and project objectives and deadlines, and other administrative tasks as assigned. Under general supervision, performs a variety of clerical support tasks including receptionist duties, mail processing, filing and typing; and performs other related duties as required.

**Distinguishing Characteristics**

**Office Assistant III** - This class is the advanced journey level class. Incumbents work under general supervision and perform a variety of political and confidential administrative, secretarial and clerical tasks in support of the Administrative Services division and the Air Pollution Control Officer/Executive Director.

**TYPICAL DUTIES**

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Acts as receptionist; takes and transmits messages; takes and refers complaints from the
public; receives and transfers calls to appropriate extension; provides general agency information and alternative telephone numbers to public callers; greets and routes office callers.
2. Types lists, memos, letters, forms, permits, reports and other documents; makes routine checks of clerical work for compliance with specific requirements of form and content; searches records and files for data.
3. Performs all types of filing (alphabetical, numerical, chronological and code); tracks and updates information, mailed documents, and manuals using computer or manual system.
4. Makes travel arrangements; works with travel agency to arrange hotel, airline, and rental car reservations; completes necessary paperwork for reservations and conference/workshop attendance; completes forms for reimbursement.
5. Schedules meetings and appointments; makes room arrangements.
7. Collects and delivers correspondence, records and packages; stamps, sorts and distributes incoming mail and faxes; assists with or prepares mass mailings; processes outgoing mail; copies a variety of documents on photocopy machine.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**
*Office Assistant III* - Three years of increasingly responsible secretarial and clerical experience or any combination of training and/or experience that provides the desired knowledge and abilities. College level course work in business or related field may substitute for up to one years of experience.

**Knowledge of:**
Telephone and office receptionist etiquette; basic elements of English grammar, spelling, usage and punctuation; alpha numeric filing and retrieval systems; office methods and clerical record keeping procedures.

*Office Assistant III* – District procedures and operations; methods and procedures to achieve specific project objectives; basic research methods and procedures.

**Ability to:**
Type at a sufficient speed to perform the work of the unit; speak clearly; perform routine clerical work; establish and maintain working relationships with staff and public; work independently; attend to detail.

*Office Assistant III* – Arrange and schedule appointments/meeting with public officials, industry representatives and other public agencies; use tact and diplomacy when dealing with the requests, problems, and/or concerns of district staff, outside agency personnel, public officials, and/or members of the public; manage workload and assignments in order to meet task and project objectives and deadlines.

**WORKING CONDITIONS & PHYSICAL DEMANDS**

**Physical Demands:**
This is essentially a desk job. Physical demands include occasional lifting up to 25 lbs., some bending, stooping, and squatting.

**Working Conditions:**
Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Computer monitor used on a daily basis.
Office Assistant III Supplemental Questionnaire

* 1. Do you have at least three (3) years of increasingly responsible secretarial and clerical experience or any combination of training and/or experience that provides the desired knowledge and abilities? College level course work in business or related field may substitute for up to one year of experience.

☐ Yes  ☐ No

* 2. Briefly describe your experience in the following areas (be specific and give examples for each): a) Providing administrative support to an executive or high-ranking manager, including managing their calendar; arranging and scheduling internal and external appointments/meetings; preparing draft correspondence with limited direction, ensuring the final draft is properly disseminated; reviewing correspondence for quality assurance. b) Making travel arrangements including working with a travel agency to arrange hotel, airline, and rental car reservations; completing necessary paperwork for reservations and conference/workshop attendance; completing forms for reimbursement. c) Facilitating/Clerking formal board meetings as the primary or backup, including making a record of items discussed and actions taken during the meeting. d) Working on multiple and sometimes competing priorities ensuring items are addressed on time. e) Researching an assigned topic and preparing an executive summary based on the research.

* 3. Describe any additional skills, experience, or education that has prepared you for the position of Office Assistant III.

* Required Question