

## **JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT**

Department: Administration  
Reports to: Finance-Office Manager or Administrative manager  
Employee Status: Part-time/Hourly/Benefits

### **COMPANY OVERVIEW**

Murphys Sanitary District, (MSD) provides sewer collection and treatment services to residential and commercial businesses within the MSD boundaries. MSD was organized in 1959 under Division VI of the California Health and Safety Code. The District covers an area of approximately 4 square miles and has a population of approximately 2,200 people.

MSD is considered a Special District with a governing board consisting of five Directors. Regular monthly Board Meetings are held on the 2nd Monday of each month at 9:00 a.m. at the district office. When necessary, Special Meetings may be called to conduct district business. The District operates on an approximate \$1,000,000.00 annual budget.

### **SUMMARY: Administrative Assistant**

The Administrative Assistant provides customer service, supports staff with administrative detail, performs various accounting tasks, transcribes and edits minutes, maintains files, assists in carrying out policies and procedures and other duties as assigned.

### **Major Duties**

- Customer Service
- Answers telephones
- Greets and assists customers at the counter
- Open, sort and distribute mail
- Files various hard copy documents - *non personnel*
- Maintains the Districts hard copy files for prompt retrieval as requested
- Maintains District Resolution files
- Maintains District Policy files
- Maintains office supply inventory
- Process customer payments
- Apply open credits
- Prepares bank deposits
- Prepare customer reports
- Enters accounts payable(AP) bills & invoices
- Process liens and releases and tracking

- Process accounts payable(AP) statements
- Process accounts payable(AP) check run
- Transcribe Board Minutes
- Prepares board meeting packets
- Identify customer types for monthly billing
- Monthly billing: *Prepares envelopes with various inserts for billing statements, inserts customer statements, and organizes prepared statements for mailing in bins per US Post office requirements.*
- Receive\track service calls for delivery to field staff
- Receives & Files Operations Daily Work Reports
- Participates in developing and implementing customer outreach programs
- Perform general office duties
- Clean & maintain office, bathroom & common area

**Skills, Knowledge and/or Abilities Required:**

**Experience and Training Required:** High School diploma or GED; customer service and clerical, Microsoft Windows, Microsoft Office and a minimum of two (2) years' experience bookkeeping.

**Knowledge of:** A variety of computer software applications: word processing, spreadsheets, database and presentation software. Knowledge of QuickBooks and the Ralph M. Brown Act.

**Skill and Ability to:** Proficient verbal and written communication skills, computer-software skills and organizational and planning skills. Must be able to establish priorities, meet deadlines, multi-task, maintain a high level of confidentiality and respond and provide support in a professional manner at all times. Excellent customer service skills. Complete the Government Agency training programs as required by law.

**The following analysis is the description of "Physical Demands" of the job.**

Physical Demand Definitions (Times Listed Are For an 8 Hour Shift):

|              |                       |                             |
|--------------|-----------------------|-----------------------------|
| Occasionally | 6% to 33% of the day  | (.5 to 2.5 hours per day)   |
| Frequently   | 34% to 66% of the day | (2.5 to 5.25 hours per day) |