



ADMINISTRATIVE ASSISTANT FULL-TIME FLOAT POSITION

**DEPARTMENT: ADMINISTRATIVE
JOB CLASSIFICATION NO: 8812**

JOB SUMMARY:

Responsible for clerical and administrative support and backup coverage for the Building Department, Parking and Code Enforcement Department, Public Works and Administration Office. This position will include giving clerical support to the listed departments. Must be able to perform administrative, accounting, and financial record keeping work. This would require knowledge of the practices and methods of accounting and familiarity with the operations and procedures of accounting systems.

1. Must be proficient in Microsoft Word, Excel, and Accounting software.
2. Proficient in accounts receivable, accounts payable, payroll.
3. Utilizes spreadsheet, database, word processing and similar applications to perform job functions.
4. Must be a team player, have excellent customer service skills, dependable and strong organizational and multi-tasking skills with an emphasis on attention to detail.
5. This position is a full-time job, 40 hours a week with possible overtime required. Work schedule may also include some occasional weekends, holidays or evenings.

MINIMUM QUALIFICATIONS

1. High School Diploma/GED.
2. Valid Driver's License & Exemplary diving record are required.

Application is posted on the City website: www.cityofannamaria.com. Must send application with cover letter and resume to amclerk@cityofannamaria.com.