

CPS HR CONSULTING-
invites applications for the position of:



Administrative Technician

SALARY: \$30.26 - \$42.36 Hourly
\$2,420.77 - \$3,389.08 Biweekly
\$5,245.00 - \$7,343.00 Monthly
\$62,940.00 - \$88,116.00 Annually

DEPARTMENT: West Bay Sanitary District

OPENING DATE: 07/26/19

CLOSING DATE: 08/09/19 11:59 PM

ABOUT THE POSITION:

The West Bay Sanitary District is seeking a talented individual to fill the role of their Administrative Technician. As a key member of the administrative team, the incumbent will work closely with other employees and provide services to District customers.

About West Bay Sanitary District

The West Bay Sanitary District provides wastewater collection and conveyance services to the City of Menlo Park, Atherton, and Portola Valley, and areas of East Palo Alto, Woodside, and unincorporated San Mateo and Santa Clara counties. The District is governed by an elected five-member Board of Directors.

The West Bay Sanitary District is dedicated to protecting the public health and the environment by providing cost effective sanitary sewer service. They are committed to providing their customers with wastewater disposal services utilizing the highest technical, environmental, and safety standards available; to providing the very best customer service; to ensuring the fiscal viability of our District by applying sound business principles and to ensuring the optimum operation of their infrastructure by employing professional maintenance and replacement practices.

Working as an Administrative Technician

The Administrative Technician will report to the Office & Communications Manager and is responsible for a variety of clerical and accounting support duties, including answering phones, greeting customers/visitors, issuing permits, scheduling inspections, dispatching emergency service requests, accounts payable, accounts receivable, cash receipts, data input, typing correspondence, filing, and other related functions. This position assists with opening the office each workday at 8:00 a.m. and securing the office for the evening at 4:30 p.m.

IDEAL CANDIDATE:

The ideal candidate will possess the following knowledge, skills, abilities, traits, and competencies:

- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as Word, Excel, and databases
- Knowledge of basic principles, procedures, and methods used in the performance of clerical and technical accounting duties
- Knowledge of proper business correspondence format and etiquette, including English usage, spelling, grammar, and punctuation
- Knowledge of methods and techniques of proper phone etiquette
- Knowledge of general filing systems and procedures both electronic and hard copy
- Ability to communicate clearly, effectively, and diplomatically with customers over the phone and in person
- Ability to promote and maintain a positive, cooperative working relationship with management and coworkers
- Ability to review and interpret accounting transactions and records

- Ability to operate office equipment including computers and appropriate software applications
- Use applicable office terminology, forms, documents, and procedures in the course of the work
- Understand and follow directions
- Work well independently and in a team environment

MINIMUM QUALIFICATIONS:

The successful candidate will possess a minimum of two years of relevant work experience in clerical duties including proficiency in MS Word and Excel software programs, correspondence preparation and editing, and customer service; and equivalent to graduation from high school.

SUPPLEMENTAL INFORMATION:

Mission Statement

The West Bay Sanitary District is dedicated to protecting the public health and the environment by providing cost effective sanitary sewer service.

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The West Bay Sanitary District is an Equal Opportunity Employer.

Application materials will be screened in relation to the criteria outlined in this job announcement. Those individuals determined to be the most highly qualified for the opportunity will be invited to interview with the District in early September. Appointment is expected shortly thereafter following the completion of thorough reference and background checks, and a pre-employment medical exam and drug screening, to be coordinated with the candidate. For additional information about this position, please contact Karen Rodriguez at:

CPS HR CONSULTING

CPS HR Consulting
Tel.: (916) 471-3348
E-mail: krodriguez@cpsshr.us

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/CPSHRRS>

Position #WBSD - AdminTech
ADMINISTRATIVE TECHNICIAN
KR

2450 Del Paso Road
Suite 220
Sacramento, CA 95834
(916) 471-3507

recruitmentsolutions@cpsshr.us

Administrative Technician Supplemental Questionnaire

* 1. Where did you hear about this opportunity?

- CalOps
- Careers in Government
- Governmentjobs.com
- Indeed
- West Bay Sanitary District Website
- Word of Mouth
- Other

* 2. Please summarize your experience performing front office reception duties including answering phones, greeting the public and providing customer service. Include the name of your employer(s), where you gained this experience, the scope of your duties, and the dates employed (mm/yy to mm/yy).

* 3. Please describe your experience preparing and editing correspondence. Include the name of your employer(s), where you gained this experience, the type of correspondence you prepared, and the dates employed (mm/yy to mm/yy).

* 4. Please describe your experience using MS Word and Excel and describe the types of documents you produced. Include the name of your employer(s), where you gained this experience, and the dates employed (mm/yy to mm/yy). In addition, please describe your proficiency in each program as either beginner, intermediate or advanced.

* Required Question