



NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY

Invites Applications for the Position of

STAFF ASSISTANT

\$3,092 to \$3,758 Monthly

Plus a comprehensive benefits package including health, dental, life, disability, and 2.7 percent at 55 retirement (employee paid). Excellent vacation and sick leave benefits, including 11 paid holidays per year.

THE POSITION

Under general direction of the JPA Administrator, the Staff Assistant shall perform a variety of typing, filing, data entry, record keeping, general clerical and routine administrative tasks, in support of department activities. This person shall perform a list of job functions, depending on business needs and changing business practices. This is a full-time position located in Rancho Santa Fe, CA.

MINIMUM QUALIFICATIONS

- Graduation from high school, or equivalent, including or supplemented by specialized training in the clerical field;
- At least three years of experience in related clerical work involving a variety of office responsibilities;
- Ability to edit copies to ensure proper grammar, spelling, syntax and style. Requires an eye for detail, an ability to use standard proofreaders marks;
- Possess strong computer and Internet research skills, including Word, Excel, Access and Outlook;
- Must have flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors;
- Possess a knowledge of office equipment, including multi-line telephone systems, computers, calculators, photocopiers, and other related office equipment;
- Ability to conduct research and gather documentation in order to compile comprehensive reports;
- Ability to work under pressure during periods of high activity and emergency situations;

- Ability to learn policies and procedures of the JPA;
- Performs administrative duties for executive management. Responsibilities may include screening calls, making travel arrangements, preparing reports and financial data;
- Possess a valid Class "C" California drivers license with a satisfactory driving record;
- Duties include reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, and decision making under stressful conditions;
- Ability to perform work in an efficient, effective and timely manner with minimal direction;
- Possess sufficient mobility to work in an office setting, and operate office equipment. May also be required to perform light lifting and carrying, file documents in various locations and sit, stand, walk, remain seated, and work at a computer terminal for prolonged periods of time;
- Ability to hear in normal audio range and able to read small print, computer screens, printed documents, and to operate assigned equipment;
- This is a normal office setting with some travel to attend meetings.

WORK SCHEDULE

This position has a forty-hour a week work schedule. The candidate may be asked to work nights, weekends and/or holidays for special projects or emergency events and situations at any time.

TO APPLY

If you are interested in this position, please submit an application, supplemental questionnaire and resume to:

North County Dispatch JPA
Personnel Department
P.O. Box 410
Rancho Santa Fe, CA 92067
www.ncdjpa.org

Completed applications and supplemental questionnaire will be accepted until 5:00 p.m., Friday, October 8, 2009.

Resumes may be submitted, but not substituted for the application. Failure to submit a complete application and supplemental questionnaire will disqualify you from consideration. Applications must be signed. (Postmarks, faxes and interoffice mail will not be accepted.)

SELECTION PROCESS

Applications, supplemental questionnaires and resumes will be reviewed to determine the most appropriately qualified candidates who will be invited to participate in the examination process which may include an assessment center. This assessment center may consist of the following exercises: written exercise, structured oral board and a workplace scenario. **The date of the assessment center is tentatively scheduled for October 2009.** Any provision contained in this announcement may be modified or revoked without notice. The provisions of this announcement do not constitute an expressed or implied contract.

Candidates with a disability which may require special assistance in any phase of the application or testing process, should advise the North County Dispatch JPA—Personnel Department, upon submittal of application. Documentation of the need for accommodation must accompany the request. The North County Dispatch JPA is an Equal Opportunity Employer (EOE).