



GATEWAY CITIES

COUNCIL OF GOVERNMENTS

16401 Paramount Boulevard, Paramount, CA 90723 ~ ph 562-663-6850;
fax 562-634-8216 - www.gatewaycog.org; email: gatewaycog@earthlink.net

OFFICE ASSISTANT

(40 HOURS, SICK, VACATION, PARS RETIREMENT)
SALARY \$40,000. PER YEAR
Final Filing Date: March 31, 2005

POSITION : Provide clerical support to Executive Director, Executive Assistant, and staff. Perform a variety of tasks and clerical duties including receiving and routing telephone calls from a small multi-line systems, type correspondence, various data entry, maintain database, project files and current records of board members and agencies staff, process incoming mail, make copies, collate and package reports, post public notices, purchase supplies, schedule meetings and appointments and relay messages; assist with agenda preparation, and staff evening meetings on occasion; greet the public and related duties as required.

QUALIFICATIONS:

Type/word process 55 words per minute, 2-3 years clerical experience in an office or public sector environment preferred; some college preferred or work experience equivalent.

KNOWLEDGE OF:

- Correct English usage, spelling, grammar, vocabulary and punctuation.
- Modern office practices, procedures and equipment, including word processor, multi-line telephone console and copy machine.
- Computer programs and word processing applications as they relate to area assigned.
- Receptionist and telephone techniques.

ABILITY TO:

- Perform a variety of general office support duties.
- Adhere to multiple deadlines and handle multiple projects
- Maintain cooperative working relationships
- Function in situations requiring tact, diplomacy and discretion.
- Understand and carry out oral and written direction.

License or certificate: Possession of or ability to obtain a valid class C California Driver's license.