



Administrative Services Assistant I/II

The Position

The Town of San Anselmo is seeking a talented and motivated Administrative Services Assistant in the Planning, Building, and Public Works Departments. This position has hands-on responsibility for a wide range of administrative and financial duties, including daily processing of permits, registrations and payments through the department's software Trakit, handling customer inquiries both at the front counter, by email and on the phone.

Qualifications... The Ideal Candidate

The Administrative Services Assistant should possess a combination of experience and education equivalent to completion of the twelfth grade and two years of increasingly responsible clerical or customer service experience, preferably in a municipal government setting. Additional education is desired and may substitute for experience.

The ideal candidate will demonstrate:

- A good working knowledge of current office practices, including computer skills
- An eagerness to learn new skills
- An open, inclusive, and flexible work style
- A willingness to be a team player capable of working cooperatively to meet the needs of a small organization
- Good judgment, creativity and sensitivity in responding to changing situations and needs
- A commitment to excellent customer service

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands

and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Compensation and Benefits

Monthly salary for this 37.5 hour per week position is \$4,211 - \$5,118 for the Administrative Assistant I and \$4,585 - \$5,573 for the Administrative Assistant II. A comprehensive benefits package is offered including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. Cashback pay of up to \$365 per month is provided if insurance coverage is waived. This position is part of the SEIU unit.

About the San Anselmo Area

San Anselmo (population 12,600) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is known of Imagination Park as well for its many shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

How to Apply

APPLICATION DEADLINE: Open until filled -- Candidates applying by Friday, November 1, 2019 at 3 pm will receive first consideration.

Please submit a **letter of interest**, completed Town **application** and your **resume** to:

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960

Or email to hr@townofsananselmo.org

Employment applications are available online at
<https://www.townofsananselmo.org/DocumentCenter/View/22747/Employment-App-PDF?bidId=>

***The Town of San Anselmo supports work place diversity
and is an equal opportunity employer***