ADMINISTRATIVE ASSISTANT

INVITATION FOR APPLICATIONS AND RÉSUMÉS: The Butte County Air Quality Management District (District) is initiating recruitment for an opening of an Administrative Assistant.

SALARY RANGE: $1,847 – $2,246 full time biweekly, actual pay based on part-time scheduled hours which includes 5 steps with approximately 5% between steps; There is a special 6th step with a 10% increase from step 5. Starting salary is at the first step with achievement to the subsequent steps predicated upon merit and length of service. Generally, advancement to the second step occurs after 12 months of satisfactory service.

GENERAL BENEFITS: Retirement; either 2% @ 55 for Classic CalPERS Members or 2% @ 62 for PEPRA CalPERS Members, 401(a) Deferred Compensation Plan in lieu of Social Security with District contribution at 6% of salary, Vacation leave (dependent on years of service & MOU Unit) - new employees 112 hours for years 1 through 5, 13 paid holidays per year, 12 days of sick leave per year, District contributes towards Health, Dental, and Vision Insurance. Part-time benefits are prorated based on schedule.

FILING PERIOD: Applications, résumés, and letters of interest will be accepted from November 6, 2026, until 4:30 pm November 30, 2026. Postmarks will not be accepted. Employment applications may be obtained by contacting the District at the location and telephone number above, or from the District's website at www.bcaqmd.org. The District is planning interviews the week of December 7th and the position filled by January 4, 2026.

DEFINITION: Under general supervision, provides varied office administrative, secretarial and general clerical assistance for the centralized administrative support system in support of the District's air quality management activities; provides information externally and internally regarding District policies and/or procedures; performs varied technical and non-technical support work for the District such as telephone and counter reception, word processing, correspondence, data entry, regulatory reporting, records management including electronic records, scanning and work order processing; assist with financial department with basic data entry, receipts and transactions as needed and performs other duties as assigned; may serve as Clerk of the District's Governing Board or other Special Assignment.

CLASS CHARACTERISTICS: This is a fully experienced office support classification, responsible for the full scope of clerical and secretarial duties in support of the District's Board, executive, professional and technical staff. Incumbents participate in office support work by performing multiple duties to ensure efficient District service provision. The work also requires the interpretation and application of policies, procedures and regulations and involves frequent contact with the public.

This class is distinguished from the Administrative Technician in that the latter is an advanced-journey level clerical classification that requires specialized technical program knowledge.

EXAMPLES OF DUTIES (Illustrative Only): The following duties are typical of those performed by the incumbents in these classifications; however, other duties may also be required. Use District procedures and fee schedules to review, process, and calculate fees for permits and applications.

- Attends to a variety of office administrative details, such as keeping informed of District activities, arranging, and attending meetings, scheduling appointments, transmitting information, ordering and coordinating supply orders, arranging equipment and office maintenance, processing staff schedules, and maintaining records, logs, and calendars related to permits, licenses, and agreements.
- Receives and screens visitors and telephone calls; takes messages, directs the caller to the proper office or person and/or provides factual information or problem resolution regarding District activities and functions that may require the interpretation and explanation of policies, rules, procedures and ordinances.
- Monitors and coordinates the daily operation of assigned project or program areas and maintains appropriate records and statistics.

- Compiles materials, assists in the preparation, and updates statistical and regulatory reports, manuals, and publications.
- Assists in preparing for and coordinating meetings of the Board of Directors.; may attend and record information at Board meetings and hearings and prepares accurate minutes; posts Board and related District information.
- Prepares detailed correspondence, reports, forms, invitations, graphic materials, and specialized documents related to District activities from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation and spelling.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Receives mail and direct payments from the public and other agencies.
- Processes and distributes incoming and outgoing correspondence for the office.
- As assigned, maintains records and tracks burn permit issues and activities within the District's jurisdiction; logs calls from the public regarding burn activities and requirements.
- Assist with accounting procedures, such as invoicing, accounts receivable, late fee assessments, processing incoming receipts, balancing monies received, preparing receipts, bank deposits and permit applications.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; and may operate other department-specific equipment.
- Organizes and maintains various administrative, reference and follow-up files; scans documents into system; purges files as required; and may assist in the contract management system.
- Coordinates activities with and provides information to contractors and service suppliers.
- Assist with various administrative support activities related to communications, tracking of grant program workflows.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Provides administrative support to other staff as needed.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience and Education: Equivalent to graduation from high school supplemented by business or technical school coursework and three years of responsible office administrative, secretarial and/or general clerical experience. Experience in dealing with the public and working in a public agency setting is desirable.

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected Board of Directors.
- Codes, regulations, policies, technical processes, and procedures related to District activities.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment and software.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to work, including word processing, database, and spreadsheet applications such as Office 365, LaserFiche, and Adobe.
- Records management principles and practices.
- Correct English usage, including spelling, grammar, and word usage.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.

Skill in:

- Providing varied, responsible secretarial and office administrative work requiring the use of independent judgment, tact, and discretion.
- Responding to and effectively prioritizing multiple phone calls, visitors, and other requests and interruptions.
- Composing correspondence and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Compiling information from varied sources and preparing accurate records and reports.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing your own work, coordinating processes, coordinating projects, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Establishing and maintaining a records management system.
- Taking a proactive approach to customer service issues.
- Word processing and entering data into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

License: Must possess a valid California class C driver's license and have a satisfactory driving record.

ESSENTIAL PHYSICAL JOB DUTIES: With or without reasonable accommodation: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

SELECTION PROCESS: Applications and résumés will be screened on the basis of overall education and experience qualifications. The most qualified applicants will be scheduled to attend an online examination interview. The examination process may include a written examination, performance examination, and/or oral examination. Disabled applicants who require special testing arrangements should contact the District regarding the necessary arrangements.

AFFIRMATIVE ACTION POLICY: No person shall be discriminated against in the application, examination or selection process because of Ancestry; Age (40 and above); Color; Disability (physical and mental, including HIV and AIDS); Genetic information; Gender, gender identity, or gender expression; Marital Status; Medical condition (genetic characteristics, cancer or a record or history of cancer); Military or Veteran Status; National Origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law); Race; Religion (includes religious dress and grooming practices); Sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions); and Sexual orientation. Persons who believe they have been discriminated against by the District in the application, examination, or selection process should contact the District or file a complaint with the Department of Fair Employment and Housing.

Note: The provisions of this bulletin do not constitute any expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the District.

TO MEET IMMIGRATION REFORM AND CONTROL ACT REQUIREMENTS PRIOR TO EMPLOYMENT, APPLICANTS MUST PROVIDE PROOF OF IDENTITY AND AUTHORIZATION TO WORK.