

YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

EXTRA HELP CLERICAL

Department: Administration

Reports To: Administrative Services Manager

FLSA Status: Non-Exempt

Employment Group: Temporary Extra Help - Unrepresented

Approved/Revised: 09/2024

DEFINITION

Performs a variety of clerical support tasks, including receptionist duties, billing, typing, and filing, and performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

The Extra Help Clerical receives immediate supervision from the assigned lead person, supervisor, or manager and exercises no supervisory authority over staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of this position. Management will make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receptionist duties, including receiving and greeting customers in person and over the phone; referring callers to appropriate individuals; and providing the public and employees with general procedural information regarding
- District programs and/or services; distributing and explaining forms.
- Establish and maintain a central filing system; sort and file information based on content or another classification method; purge files; conduct file searches to locate misplaced documents and/or files; compile data and/or research information.
- Scan documents per established procedures; verify the accuracy of scanned documents and ensure data is properly indexed.
- Type and proofread memos, letters, permits, reports, and other documents as required.
- Schedule meetings and appointments.
- Open and distribute mail; process outgoing mail.
- Support for accounts payable and receivable, including clerical recordkeeping duties. Photocopiers and sorters are used for mass mailings.
- Perform related duties and responsibilities as required and/or assigned.
- Establish positive working relationships with representatives of outside organizations, state/local agencies and associations, vendors, District management and staff, and the public.
- Performs other duties as assigned.

QUALIFICATION GUIDELINES

Education and Experience:

High school diploma or General Educational Development (GED), supplemented by one (1) year of full-time work experience, demonstrates possession of and competency in the requisite knowledge and abilities. Certification in a clerical and/or accounting school program may substitute for one year of full-time experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Division functions, programs, policies, and procedures
- Administrative support tasks, including document preparation, filing, and data entry

- Automated and manual filing systems
- Basic mathematics
- Recordkeeping, report writing, and documentation methods
- Workplace safety practices and hazards
- Office procedures and standard equipment, including computer software
- English usage, grammar, spelling, and punctuation
- Customer service techniques for interacting with the public, vendors, contractors, and staff

Ability to:

- Perform administrative support work with independence and sound judgment
- Understand division operations and coordinate with internal and external partners
- Learn and apply policies, procedures, and guidelines efficiently
- Prepare correspondence and reports accurately and on time
- Respond effectively to public inquiries
- Use office equipment and perform accurate data entry and calculations
- Read, interpret, and maintain records with accuracy
- Organize, prioritize, and manage multiple tasks and deadlines
- Work both independently and collaboratively
- Follow written and verbal instructions and adhere to safety practices
- Analyze and compile information to support reporting
- Communicate clearly in person, by phone, and in writing
- Build and maintain positive working relationships

PHYSICAL ABILITIES

Work is performed in a standard office environment with moderate noise and controlled conditions. The role requires the ability to perform essential job functions, including extended periods of sitting and standing, routine physical movements, and computer use for detailed tasks. Strong listening skills are needed, along with the ability to occasionally lift or move materials up to 25 pounds.

WORKING CONDITIONS

Incumbents perform work in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Traveling to outside locations such as the bank, car wash, and/or post office exposes them to limited weather conditions.

SPECIAL REQUIREMENTS

This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.