



# CITY OF PHOENIX

## Administrative Assistant

### Job Announcement

#### ABOUT THE POSITION

The City of Phoenix is seeking an Administrative Assistant to coordinate and perform a wide variety of responsible and complex administrative support duties for the City. Incumbents are responsible for performing Utility Billing Clerk duties including data entry, new account origination, service request coordination, and cash handling. Additional duties include customer service, accounts payable and receivable posting, payroll processing, and other routine accounting activities.

**Hours:** Full-time, non-exempt.

**Starting Salary:** \$2,857 per month.

**Benefits:** Medical/dental/vision insurance, employer-funded HRA-VEBA, Oregon PERS retirement benefits.

#### THE PERSON

The ideal candidate will have knowledge of modern office practices and procedures, English grammar, spelling, vocabulary, punctuation, and business letter writing. They will possess the ability to work independently, make basic mathematical computations accurately, work on multiple projects at the same time, exercise good judgment, communicate effectively both verbally and in writing, interpret and apply administrative and departmental policies and procedures, anticipate customer needs, give high priority to customer service and satisfaction, develop alternative solutions and recommendations in support of stated goals, work with staff, and accept direction on employee-related improvements. Additional expectations include: excellent communication skills; advanced computer skills including data entry, spreadsheet, word processing, and database applications; and excellent attention to detail.

#### DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** High school diploma with coursework in administrative functions.
- **Experience:** Three years of related experience and/or training, including front line customer service. Bilingual proficiency in Spanish desired.
- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

#### APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](http://www.rvcog.org) at [www.rvcog.org](http://www.rvcog.org). **A cover letter, current resume, and completed City of Phoenix Employment Application are required to apply for this position.** This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

