THE POSITION
Senior Administrative Clerks assume independent and advanced administrative clerical responsibilities and may provide lead direction for subordinate clerical assistants, while Administrative Secretary II’s perform difficult and complex secretarial and administrative duties for division managers, section leaders, and professional staff.

The incumbents in both positions exercise a wide latitude of independent judgment to support the administration and maintenance of significant office systems and procedures. Work responsibilities require advanced skills in writing and numerical calculations and the use of a PC and Microsoft software.

Typical duties for both positions include:
- Providing authoritative information, requiring the use of judgment and knowledge and interpretation of applicable rules, policies and guidelines
- Providing lead direction to one or more clerical assistants, including scheduling, assigning and reviewing their work
- Researching, assembling and summarizing information from a variety of sources for use by managers in reports, budget preparation, correspondence, meetings and presentations, and for completion of forms
- Organizing, processing and maintaining paper files and online document management systems including construction files (e.g. Request for Informations (RFIs), submittals, change orders, etc.)
- Working effectively with a variety of East Bay Municipal Utility District (EBMUD) staff including field staff, technicians, engineers, inspectors and office personnel
- Keying, checking and proofreading a variety of materials including board of directors documents, reports, letters, memos, forms and similar materials from rough drafts, plain or corrected copy or verbal instructions
- Inputting and retrieving data from the computers, compiling and generating a variety of reports and documents in support of assigned functions
- Organizing own work, setting priorities, meeting critical deadlines and coordinating multiple activities with other EBMUD units to ensure timely completion
- Checking written materials for completion, grammatical, clerical and arithmetic accuracy and for compliance with established standards and procedures, making corrections as required
- Performing a variety of general clerical duties such as processing electronic timesheets and payroll reports, preparing purchase orders, expense reports, periodic reports of activities and other documents and reports as necessary.

The most competitive candidates for positions in certain work groups will have some of the following specialized skills and experience:
• Experience with or ability to quickly learn specialized software programs and applications specific to the work unit, including web-based and web-related applications
• Experience with or the ability to quickly learn to read and interpret engineering drawings, maps and related documents
• Knowledge of and experience with various technical documents, including engineering and construction documents for advertisement and bidding
• Ability to work and interact effectively with members of outside agencies as well as the general public
• Ability to quickly learn and apply complex policies, procedures, and regulations.

EBMUD is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disabled status and will not be discriminated against on the basis of such protected category.

REQUIREMENTS
Both positions require highly developed critical thinking, independent judgment and administrative skills. A typical means of acquiring the essential knowledge, skills and abilities is:

1. A high school diploma or its equivalent
2. Two years of responsible, journey-level clerical experience
3. Senior Administrative Clerk positions require a typing speed of minimum 45 words per minute, while Administrative Secretary II positions require a typing speed of minimum 50 words per minute
4. Possession of a valid California driver’s license and a satisfactory driving record in order to drive to other areas and occasionally to other Oakland offices as needed
5. Physical characteristics to perform the critical and important duties of the job
6. Willingness to work overtime as needed

THE SELECTION PROCESS
1. Submit a completed EBMUD application and the required supplemental question responses online at www.ebmud.com beginning 8:00 a.m. on Thursday, February 5 and submitted by 4:30 p.m. Friday, February 6, 2015. Only application materials submitted online during the filing period will be accepted. Application materials faxed, mailed or delivered to EBMUD will not be accepted.
2. Application materials will be reviewed and those applicants meeting the minimum requirements will be invited to the written test, tentatively scheduled for Saturday, February 28, 2015.
3. Candidates scoring highest on the written test will be invited to continue further in the combined selection process for both positions. The next step will include a panel interview, a PC keyboard test that will determine expertise with various computer applications such as MS Word and MS Excel, and a PC typing speed test.
4. The resulting hiring list will be used to fill any immediate vacancy and any other openings that occur over the next 12 to 24 months.

SUPPLEMENTAL QUESTIONS
In order to continue in the selection process for Senior Administrative Clerk/Administrative Secretary II, you must answer all of the following questions.

1. Did you complete the 12th grade or its equivalent? Yes/No
2. Do you have a minimum of two years of responsible, journey-level clerical experience? Yes/No
3. Are you willing to work paid overtime as needed? Yes/No
4. Do you have a valid California driver’s license? Yes/No **Note: A valid California driver’s license is required for some positions.**
5. Do you have a satisfactory driving record? Yes/No **Note: DMV records will be verified later during the selection process.**
6. Are you willing and able to travel from site to site as needed? Yes/No
7. Can you type a minimum speed of 45 words per minute? Yes/No **Note: Most Senior Administrative Clerk positions require a minimum typing speed of 45 WPM.**
8. Can you type a minimum speed of 50 words per minute? Yes/No **Note: This is required for all Administrative Secretary II positions.**
9. Do you have at least two years of experience using a personal computer? Yes/No
10. Does your experience using personal computers include work with Microsoft software such as Word and Excel? Yes/No
11. Do you have skill in making numerical calculations involving fractions and decimals, with speed and accuracy? Yes/No

**Note that your employment history will be verified during this selection process, and you may be disqualified if: 1) you do not meet the job requirements; 2) your responses to the supplemental questions are inaccurate; OR 3) if you do not accept the working conditions of the positions.**