



Job Announcement

ADMINISTRATIVE ASSISTANT III

The City of Highland has multiple full time employment opportunities for the position of Administrative Assistant III. These positions will join the progressive and team oriented staff of the City of Highland. The main functions of this position are to perform a higher level of administrative support to City Department Heads and Staff, typically involving interactions with City commissions and committees.

Located north of Redlands, Highland is nestled in the San Bernardino foothills and is the gateway to Big Bear Lake where recreational opportunities abound and home for the East Highlands Ranch planned community. Highland is able to maintain a small town atmosphere while in the midst of the rapidly growing Inland Empire where many cultural activities are available. The current population is 54,377.

Experience and Education: Any combination of experience and training that would likely provide the required knowledge and abilities includes as follows: Developmental research and report preparation; administrative support principles, practices and methods for a public organization; modern business office organization and customer service business practices. Proper usage of English, spelling, grammar and punctuation is required as well as the knowledge of modern office procedures, methods, and equipment.

A typical way to obtain the knowledge and abilities would be:

Experience: Two years of experience in clerical experience comparable to an Administrative Assistant II in the City of Highland

Training: Equivalent to completion of twelfth grade preferable supplemented by college level course work in business principles and practices

License or Certificate: Possession of or ability to obtain a valid Class C California Driver's License

Salary Range: \$3,715-\$4,515 per month

Work Schedule: 9/80 Work Schedule

Cafeteria Plan: \$1,200 per month toward health/dental/vision insurance premiums

Vacation/Sick Leave: 80 Hours of accrued Vacation within first year, up to a max of 160 hours; 8 Hours per month of Sick Leave with a maximum of 1250 Hours

Holidays: 24 Hours of Floating Holiday per year; 9 paid City Holidays

Retirement:

Retirement benefits are provided through the California Public Employees' Retirement System (CalPERS); 2% @ 55 for (classic) CalPERS members, with the City paying the member contribution; 2% @ 62 for (new) CalPERS members, with the employee paying the member contribution. The distinction between "classic" and "new" is pursuant to State pension reform legislation (PEPRA).

The passing of a pre-placement physical will be performed as a condition of employment. Appointees will be fingerprinted and required to pass a background investigation. A DMV background check will also be performed.

Required application can be obtained at City of Highland, 27215 Base Line, Highland, CA, 92346, (909) 864-6861, or at www.cityofhighland.org.

Applications will be accepted until the first 100 applications are received

AN EQUAL OPPORTUNITY EMPLOYER