

## CITY OF YUCAIPA

One of the following career opportunities will become available soon. The City of Yucaipa is recruiting for one of the following positions:

### ADMINISTRATIVE ASSISTANT

#### **THE JOB:**

This is a full-time regular position that performs a wide variety of responsible secretarial functions in support of the assigned department; to provide administrative and secretarial support to the Department Director; to type and proofread a variety of documents and correspondence; to assist with special projects; and to provide information and assistance to the public regarding departmental and City policies and procedures.

#### **REQUIREMENTS:**

Equivalent to graduation from high school and three years of responsible secretarial office experience. Word processing 50 WPM. Proficient in Microsoft Office applications, including Word, Excel, PowerPoint, Adobe Acrobat, Outlook, Publisher and Access.

#### **SALARY:**

\$19.99 - \$24.97/hour plus benefits. For a complete job description/application please visit our website [www.yucaipa.org](http://www.yucaipa.org) or call 909/797-2489, ext. 223.

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### EXECUTIVE ASSISTANT

#### **THE JOB:**

This is a full-time regular position that performs a full range of office and administrative support duties, including organization and coordination of workload, maintenance of a calendar, scheduling of appointments, preparation of reports, and project management documentation. This classification is distinguished from the next lower classification of Administrative Assistant by the performance of sensitive and confidential duties related to the administrative support of the City Manager, City Council, and Director of Administrative Services.

#### **REQUIREMENTS:**

Equivalent to graduation from high school and four years of responsible secretarial office experience. Word processing 50 WPM. Proficient in Microsoft Office applications, including Word, Excel, PowerPoint, Adobe Acrobat, Outlook, Publisher and Access.

#### **SALARY:**

\$23.98 - \$29.95/hour plus benefits. For a complete job description/application please visit our website [www.yucaipa.org](http://www.yucaipa.org) or call 909/797-2489, ext. 223.

**To apply, submit a completed City of Yucaipa application to:**

Executive/Administrative Assistant Recruitment  
CITY OF YUCAIPA  
34272 Yucaipa Blvd.  
Yucaipa, CA 92399  
(909) 797-2489, ext. 223

Final filing date:  
5:00 p.m., Friday  
February 12, 2010  
EOE