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## THE COMMUNITY

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One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

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## COMPENSATION AND BENEFITS

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\$4,961-\$5,386 per month  
(Depending on qualifications)

Choice of One of Three Comprehensive Health Plans  
Dental Plan  
Life Insurance Coverage  
11 Paid Holidays  
Floating Holidays  
Paid Sick Leave  
Short Term/ Long Term Disability Plan  
Annual Vacation Beginning with 10 Days  
PERS Retirement Plan

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## THE SELECTION PROCESS

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**Due to an anticipated large response, only the first 100 applications received will be considered for the next phase. Additional applications may be processed as necessary.**

The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

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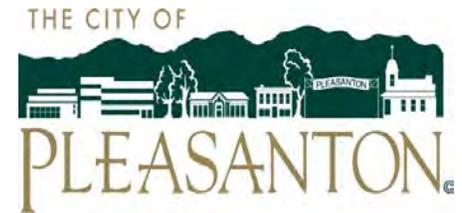
## TO BE CONSIDERED

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If you are interested in this outstanding career opportunity, please consider submitting your application and certification of typing speed through our online application process at [www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov). Applications are also available at the Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566. Typing certifications more than one year old will not be accepted. Certifications must be obtained by a temporary employment agency. A list of recommended agencies is available upon request from our Human Resources Department. Incomplete applications will not be accepted. Deadline for submission of applications is 5:00 p.m. on Friday, December 20, 2013. Postmarks and faxes will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources.

*All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, natural origin, or age. Reasonable accommodations will be made for disabled applicants. Please advise the Human Resources Office, in advance, of any special needs.*



## Announces

# EMPLOYMENT OPPORTUNITY FOR Administrative Assistant

**CONFIDENTIAL CLASSIFICATION  
SUPPORTS THE OFFICES OF THE CITY  
ATTORNEY AND CITY MANAGER**

\$4,961-\$5,386 per month  
(Depending on qualifications)

Closing Date: Friday, December 20, 2013

Please apply online at:

[www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov)



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## THE DEPARTMENTS

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The City Attorney's Office advises the City Council and City staff on all legal matters pertaining to City business, and frames all ordinances, resolutions and other City documents. This office performs all legal services required by the City Council and serves as the City's Risk Manager, handling most of the City's litigation. The City Attorney and staff work closely with the City Council, City Manager, department heads, and all City staff to carry out certain administrative duties as well as to provide legal advice on sensitive issues.

The City Manager's Office provides the overall administration, leadership and direction for the City organization. This office identifies community issues and needs requiring City Council policy decision and direction. The City Manager's Office is responsible for assuring that programs and services are effectively and efficiently provided to the community, and for fostering public awareness of municipal programs, services and goals.

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## THE POSITION

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The Administrative Assistant reports directly to the Assistant to the City Manager, and receives functional direction from the Senior Support staff. This position performs a variety of complex technical administrative or secretarial duties in support of the City Attorney, City Manager, staff and the general public as required.

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## TYPICAL DUTIES INCLUDE:

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- ❖ Processing correspondence, reports, and legal and other documents and materials on a variety of general and technical topics.
- ❖ Screening and directing phone calls and walk-in traffic; responding to requests and complaints.
- ❖ Arranging appointments, conferences and meetings.
- ❖ Maintaining department files, materials and information of a confidential and sensitive nature.
- ❖ Answering questions from coworkers, City staff and the public regarding office operations and City policies.
- ❖ Performing routine administrative duties related to departmental operations.
- ❖ Making travel arrangements and maintaining appointment calendars for management and/or professional staff.
- ❖ Performing computer data entry to record and retrieve department information.

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## THE IDEAL CANDIDATE

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### The ideal candidate will possess:

- ❖ Excellent oral and written communication skills
  - ❖ Excellent customer service skills
  - ❖ Legal office skills
  - ❖ A High School Diploma or GED equivalent
  - ❖ A valid California driver's license
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### The ideal candidate will have knowledge of:

- ❖ Office terminology, procedures and business arithmetic
- ❖ Microsoft Software
- ❖ Records maintenance systems
- ❖ Rules of grammar, punctuation and spelling

### The ideal candidate will be able to:

- ❖ Type 60 wpm net of errors (Certification required at time of application)
- ❖ Use good judgment in making independent decisions consistent with City policies, rules and regulations
- ❖ Format and produce, in finished form, reports, letters, pleadings, spreadsheets and related documents
- ❖ Assign, review and coordinate the work of subordinate staff
- ❖ Meet and help the public with tact and courtesy
- ❖ Establish and maintain cooperative working relationships with a diverse group of working styles

