



SENIOR ADMINISTRATIVE ASSISTANT

City of Visalia, California

\$4,612 - \$5,798/month

Plus Excellent Benefits

Under general supervision, the Senior Administrative Assistant is responsible for providing a high level of administrative support to the City Manager and assigned managers and serves as a back-up to the Chief Deputy City Clerk. Performs related responsibilities as required. The ideal candidate will have the ability to maintain a high level of confidentiality, work independently, and effectively deal with the public. They will possess strong administrative, verbal, and written communication skills, while being a detail-oriented self-starter who likes to stay busy. The incumbent will be able to work with a high degree of independent judgement, tact, and discretion requiring a thorough knowledge of department procedures and policies.

Requirements: • Four years of increasingly responsible and high level administrative and clerical experience with some supervisory experience • Possession of or ability to obtain a valid California Notary Commission and valid California Driver's License • Ability to type accurately at a rate of 55 words per minute.

For more information, required qualifications, and application materials, visit www.visalia.city/careers. (559) 713-4300. EOE. Deadline: 5:00 pm on Tuesday, February 20, 2024.