CITY OF CARSON
Class Specification

City Council Reso. No: 09-014
Bargaining Unit: AFSCME
FLSA: Non-Exempt

EMPLOYMENT AND BUSINESS DEVELOPMENT ASSISTANT

Job Summary:

Under general direction, performs a variety of clerical and administrative support duties related to employment and business development functions and activities; provides basic information regarding the division's services, practices and procedures.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Performs a variety of general and employment/business development related clerical and administrative duties.
2. Prepares and/or types a variety of materials such as correspondence, minutes, memoranda, marketing flyers, forms, charts and statistical information.
3. Provides basic information and assistance to employment applicants, City personnel and the public on a variety of employment and business development matters.
4. Maintains various records and files that may contain confidential information and materials.
5. Performs front desk duties as necessary.
6. Arranges special events such as, but not limited to, job fairs, trade shows, breakfast events and other business functions.
7. Prepares and maintains a variety of records, files and reports related to employment and business development services.
8. Communicates with business representatives, community organizations and other agencies to gather information or refer employment applicants.
9. Assists in performing employment counseling and applicant orientation.
10. Sets up and coordinates meetings, interviews, training, special events and other similar activities.
11. Assists in administering special programs as assigned.
12. Provides staff support to professional and management staff.
13. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

One year of college and two (2) years of full-time, paid clerical and administrative support experience in a governmental agency's personnel office or employment services department. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Modern office practices, procedures and equipment including, but not limited to, personal computer and related software.
- Career center and business development policies and procedures.
- City organization, operations, policies and objectives.
- Interpersonal skills, using tact, patience and courtesy.

- Telephone techniques and etiquette.
- General record keeping practices.
- Correct English and math usage.

Skill and/or Ability to:

- Understand and explain City policies and procedures pertaining to employment and business development.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Maintain a variety of records and files.
- Maintain confidentiality.
- Effectively communicate both orally and in writing.
- Perform clerical duties such as filing, duplications and typing.
- Type at 50 net words per minute from clear copy.
- Operate a variety of office equipment, including but not limited to, personal computer and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions
- May be required to work at a computer terminal for prolonged periods.
- May be required to work evenings and/or weekends.