



Title: Administrative Assistant II (Records Management) Full-time District Temp

Date Printed: 03/22/2018

Job Posted On: 03/03/2018

Posting Expiration Date: 04/02/2018

Work Location: Los Angeles, California,

---

## Description

The Metropolitan Water District of Southern California is a consortium of twenty six cities and water districts that provides drinking water to nearly 19 million people in Southern California. Metropolitan's mission is to provide its service area with adequate and reliable supplies of high quality water to meet current and future needs in an environmentally and economically responsible way. Metropolitan's facilities include the 242-mile Colorado River Aqueduct, five conventional water treatment plants with a combined capacity of 2.6 billion gallons per day, nine surface water reservoirs, 800 miles of pipeline, and 16 hydroelectric power plants.

### ADMINISTRATIVE ASSISTANT II (RECORDS MANAGEMENT) Full-time District Temporary

Metropolitan's Document Services Unit, Records Management and Imaging Services Team, has one (1) opening for a temporary Administrative Assistant II available at its Headquarters in Los Angeles, California.

#### JOB SUMMARY

The Records Management and Imaging Services Team is seeking a detail oriented temporary Administrative Assistant II (AAll) to assist with moving the District towards a new era of electronic document management. The AAll will work as part of a team to process and reorganize thousands of paper records located throughout the District. In addition to culling paper records, the job will require classifying records, determining record retention, and assisting with destruction of records and sending records to off-site storage, providing administrative support to Records Coordinators for inactive records storage and retrieval services, inputting records into the Cuadra Star and Smart Web databases, analyzing reports to assist Records Coordinators, assisting with the identification, protection and preservation of historical and vital records, and assisting with special records projects such as the Annual Records Destruction Review Project and Random Records Audits.

#### JOB DUTIES

1. Researches, gathers, reviews, and analyzes data; prepares data summaries; and assists in the preparation of surveys, studies, and reports.

2. Prepares a variety of office correspondence; develops and revises forms for internal use; and develops charts and graphs.
3. Reviews and processes requests for payments.
4. May assist with record retention, asset tracking and salvage duties.
5. Performs other related Administrative Assistant job duties as required.

Work Schedule: 9/80, Monday through Friday with Alternate Fridays off, 7:00 am – 4:45 pm

Anticipated end date of assignment: approximately one year from start date

#### Job Selection Criteria

15% Job Preparation

15% Oral Communication

15% Analytical Ability

15% Organizational Skills

20% Technical Skills & Knowledge (Analytical skills, reading records retention schedules, Excel, and writing skills)

20% Interpersonal Effectiveness

100% Total

#### Required Skills

---

##### MINIMUM QUALIFICATIONS

Education and Experience: A High School Diploma or High School Equivalency Certificate and five years of relevant experience; or an Associate's Degree from an accredited college or university in a related field and three years of relevant experience; or a Bachelor's Degree from an accredited college or university in a related field and one year of relevant experience; or two years in an MWD Administrative Assistant I classification.

Relevant experience is defined as previous records management experience working on a team supporting an organization's records management program (managing the creation, preservation, and disposal of records) or records management in a law firm.

Required Knowledge of: Administrative procedures and systems; methods and techniques of data collection, report preparation and basic analysis and research; basic budgeting concepts; and current office technology and equipment.

Required Skills and Abilities to: Make arithmetic computations with speed and accuracy; and apply business policies and procedures; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

##### CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position are required to maintain the following certifications, licensing and registrations:

Valid California Class C Driver License or equivalent from your state of residency that allows you to drive in the course of your employment is required at the time of application

##### PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

---

## **Benefits**

Benefits:

- Competitive compensation
- Excellent medical insurance
- Excellent working environment
- Public transportation reimbursements and van pools
- On-site fitness center
- Hub of public transportation: Rail, subway, buses and taxis

This job announcement has been designed to indicate the general nature and level of work being performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. To receive a copy of the complete job description, please send an email to [jobs@mwdh2o.com](mailto:jobs@mwdh2o.com).

The Metropolitan Water District of Southern California is committed to providing reasonable accommodations to qualified individuals with disabilities. Qualified individuals with disabilities, who need a reasonable accommodation during the application or selection process, please call (213) 217-7738 or email [jobs@mwdh2o.com](mailto:jobs@mwdh2o.com).

MWD is a Federal and State EO employer - Veterans/Disabled and other protected categories.

**Kind:** Full Time

**Level:** Staff Position

---

## **Apply**

To apply for this position, please copy and paste the following link into your browser address bar: <https://mwdh2o.contacthr.com/60783304>

[Go to Diversity.com](https://www.diversity.com)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.