

Northern California Conference  
**Job Description**

|                    |                         |                      |                             |
|--------------------|-------------------------|----------------------|-----------------------------|
| <b>DATE:</b>       | June 22, 2023           | <b>Title:</b>        | Administrative Assistant II |
| <b>LOCATION:</b>   | NCC Office - Ministries | <b>Wage/Salary:</b>  | \$20.75-\$28.15             |
| <b>STATUS:</b>     | Full-time/Regular       | <b>ERI Category:</b> | 19                          |
| <b>REPORTS TO:</b> | Department Directors    | <b>FSLA Status:</b>  | Non-Exempt                  |

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**SUMMARY:** Provides administrative assistant support to the Asian Pacific/Community Services/Health and Hispanic Ministries Departments.

**Essential Duties and Responsibilities:**

- 1. General administrative support for Asian Pacific, Community Services, Hispanic,**

- d. Cooperates with 0002 24u8 ( 002 3u8 (7 (r)3 7 (r)3 d)to 22u8 (.3 (4)3 o2 22u8 (f8 (e)- N)-6.r)34.3 (oop4.3 (oop A.





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