

Northern California Conference
Job Description

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

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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