



## EXTERNAL JOB POSTING

SEELEY COUNTY WATER DISTRICT IS SEEKING A TEMPORARY ON CALL

ADMINISTRATIVE ASSISTANT CANDIDATE.

APPLY AT [WWW.SEELEYWATERDISTRICT.CA.GOV/JOB-OPPORTUNITIES](http://WWW.SEELEYWATERDISTRICT.CA.GOV/JOB-OPPORTUNITIES), SUBMIT APPLICATION AND RESUME TO

[INFO@SEELEYWATERDISTRICT.CA.GOV](mailto:INFO@SEELEYWATERDISTRICT.CA.GOV) OR HAND-DELIVER IN PERSON AT 1898 W. MAIN STREET

ADDRESSED TO THE GENERAL MANAGER IN A SEALED ENVELOPE.

FOR THIS JOB POSITION APPLICATION AND RESUME REQUIRED

<b>Class Title:</b>	Administrative
<b>Job Title Description:</b>	Administrative Assistant I
<b>Part Time:</b>	10 - 29 hour (On-Call Temporary)
<b>FLSA Status:</b>	Confidential Position - Non-Exempt
<b>Opening and Closing Period:</b>	December 27, 2023- February 2, 2024
<b>Compensation:</b>	Introductory Entry Wage Rate

### Job Overview:

The Administrative Assistant is responsible for providing general administrative and clerical support to the Administrative General Manager, and Operations, and Seeley County Water District staff.

This position requires an ability to maintain strict confidentiality and handle sensitive information with excellent customer service skills, tact, and diplomacy. All Administrative Assistants are cross trained to assist with multiple programs as needed.

### Data and Compliance Responsibilities:

- Provides data entry, including (but not limited to) client data, billing, and reports.
- Assists with audit preparations.
- Assists in maintaining confidential files in both physical and electronic forms.
- Assists management with reconciliation of data.

### Administrative Responsibilities:

- Provides general administrative and secretarial support, including (but not limited to) word processing, answering telephones, checking and delivering messages, distributing mail, faxing, copying, etc.
- Manages and directs client traffic in the reception area or with incoming calls while providing a sense of a welcoming working environment culture; greeting clients and visitors with courtesy and respect, handling general inquiries; provide informational resources; interacts tactfully and professionally with youth, adults, and families of clients.
- Develops, transcribes, and distributes meeting minutes, reports, and/or general information as needed.
- Schedules appointments using the Google Suite or Microsoft Outlook calendar and appointment cards.
- Works closely with the Administrative Support Manager and the administrative team.
- Assignments to Special Projects.
- Participate in Safety assignments per OSHA.

Education and Knowledge, Skills, and Abilities (KSA's)

### Education, Certifications, and Registrations:

- Minimum: Highschool/GED.
- Desired: Business Administration in Public Gov Sector or related field.

### Experience:

- Minimum: Experience of volunteering or special projects related to general office work.
- Desired: At least one (1) year of general office work experience. Experience working in the public government sector. Experience with billing and data collection.
- Ability to travel to and from worksite and other locations within the Imperial County area as needed.
- Ability to work remotely as needed.
- Ability to arrange work schedule in accordance with district needs, may include evenings and weekends.

*The class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*