

Entry Level Administrative Assistant
Hilton Creek Community Services District
Crowley Lake, California
Part Time (19 Hours Per Week)
Please visit our website
Hiltoncreekcsd.com
Or contact us
info@hiltoncreekcsd.com
(760) 965-9696

HILTON CREEK COMMUNITY SERVICES DISTRICT

Administrative Assistant Part Time – Per Diem

DEFINITION

Under the direct supervision of the Board Secretary, perform a variety of administrative, clerical and bookkeeping duties and responsibilities.

DISTINGUISHING CHARACTERISTICS

Candidates should possess general computer/keyboarding skills, digital filing systems and working knowledge of Microsoft Word, Microsoft Excel. Office equipment frequently used: keyboard, 12-digit adding machine, copy machine and scanner.

This is an entry level position. At the direction of the Board Secretary, provide administrative support to the Board Secretary, District Staff and the Board of Directors. Good customer service, writing, attention to detail and interpersonal skills are a must. Duties include, but are not limited to financial reporting, account management, accounts receivable, accounts payable, human resources, administrative research, attend board meetings, report minutes, create agendas and maintain office organization.

Position reports directly to the District's Board Secretary.

TYPICAL PHYSICAL REQUIREMENTS

Sitting for extended periods; frequently stand, walk, stoop, kneel and crouch; physical ability to lift and carry objects weighing up to 25 pounds unassisted and greater than 25 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range, verbal communication.

TYPICAL WORKING CONDITIONS

Work is performed in the home office environment of the Board Secretary. Occasional work at the District plant or at meeting locations. With approval from the Board Secretary, some work may be provided from candidate's home office.

WORKING HOURS

Work hours are flexible and will vary but will not exceed 19 (nineteen) hours per week. Position may promote to permanent part time but will not be a full-time position.

Candidate will have an employment contract that does not include benefits beyond state requirements. Per Diem work hours are flexible.

Out of town travel for education is occasional but necessary.