

# Nevada Irrigation District

1036 W Main St. Grass Valley, CA 95945 (530) 273-6185  
[www.nidwater.com](http://www.nidwater.com)



## **Office Assistant I/II - Internal/External (part-time)**

**30 hours per week \***

**Office Assistant I: \$16.28 - \$19.81/hour**

**Office Assistant II: \$17.99 - \$21.89/hour**

*In addition to a competitive salary, Nevada Irrigation District offers an excellent benefits package.  
See our Benefits Bulletin on the NID website under Human Resources Documents.*

*\* Benefits eligible*

### **FILING PROCEDURE AND DEADLINE: Applications must be received by 5:00 P.M. - Monday August 21st.**

A completed Nevada Irrigation District application is required for this position. In addition, a resume is encouraged. Appointments at the I or II salary steps within the range are dependent upon overall qualifications and experience of the selected candidate.

### **DEFINITION:**

To perform a wide variety of clerical and administrative duties related to the function and/or department assigned.

### **EXAMPLES OF DUTIES:**

For a detailed job description please visit: <http://nidwater.com/employment/job-openings/>

### **GENERAL QUALIFICATIONS and SPECIAL REQUIREMENTS:**

**Education:** Office Assistant I/II: Equivalent to the completion of twelfth grade.

**Experience:** Office Assistant I: One year of clerical experience is desirable.

Office Assistant II: Two years of responsible experience similar to Office Assistant I with the Nevada Irrigation District.

**Licenses:** Office Assistant I/II: Possession of, or ability to obtain a valid CA driver's license.

**APPLICATION AND SELECTION PROCEDURE:** District applications may be obtained from the District offices at 1036 W. Main Street, Grass Valley, CA 95945 (530) 273-6185 or by accessing our website at [www.nidwater.com](http://www.nidwater.com). The preparation of application materials is the first test in the examination process. Application materials received in the Human Resources Department will be evaluated for completeness, legibility, ability to follow directions, and related education, training and experience. The hiring department then will conduct a selection interview of those eligible candidates whose qualifications most closely match current needs and make their final decision.

EOE