

Nevada Irrigation District

1036 W. Main St. Grass Valley, CA 95945 (530) 273-6185

www.nidwater.com



Office Assistant I/II - Internal Job Posting

Part-time, 30 hours per week

Office Assistant I Hourly Wage: \$17.69/hour - \$21.53/hour

Office Assistant II Hourly Wage: \$19.55/hour - \$23.78/hour

In addition to a competitive salary, Nevada Irrigation District offers an excellent benefits package.

See Benefits Bulletin at www.nidwater.com for more details. EOE

APPLICATION PROCEDURE & DEADLINE:

A completed Nevada Irrigation District [Internal Application](#) must be submitted to be considered for this position. Applications may be hand delivered, mailed or emailed to hr@nidwater.com. A resume and cover letter are strongly encouraged. Applications must be received by the Human Resources Department **no later than Friday, January 18, 2019 by 5:00 pm.**

JOB OVERVIEW:

Nevada Irrigation District is seeking an Office Assistant with excellent communication and organizational skills to join our Central Files department. The ideal candidate should have a strong customer service background, be proficient in Microsoft Word and Excel, and able to multi-task in a high call volume environment. This position will be responsible for performing a wide variety of routine clerical duties which include operating the District's switchboard; assisting callers in a friendly and professional manner; maintaining and organizing District documents; receiving and processing all incoming and outgoing mail; assisting with records retention and other duties as assigned. For a detailed job description, please click [here](#).

This is a part-time, 30 hours per week position with health benefits. The work schedule is Monday-Friday, 8:00am – 2:00pm. Additional hours may be required to cover departmental needs.

GENERAL QUALIFICATIONS and SPECIAL REQUIREMENTS:

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 Nevada Irrigation District.

Education: Equivalent to the completion of the twelfth grade.

License: Possession of, or ability to obtain, a valid California driver's license.