

Nevada Irrigation District

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

www.nidwater.com



Temporary/Seasonal Assignment Temporary Engineering Technician I

Hourly Wage: \$18.00/hour

APPLICATION PROCEDURE & DEADLINE:

A completed Nevada Irrigation District [Temporary/Seasonal Assignment 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, June 21, 2019 by 5:00 pm.**

JOB OVERVIEW:

Nevada Irrigation District is seeking a Temporary Engineering Technician I to provide administrative and organizational support to our Right of Way team. Under general supervision, the Temporary Engineering Technician I will perform a variety of duties, including but not limited to the following:

- Prepare, proofread and edit documents, e.g. correspondence, deeds, agreements, reports, spreadsheets and presentations.
- Maintain and organize files; conduct research, update files with case status and information.
- Receive inquiries, gather relevant information and initiate processing for further action.
- Maintain a detailed schedule and calendar for all Right of Way activities.

The ideal candidate must be strong in office organization, detail oriented, have excellent verbal and written communication, and be proficient with word-processing, spreadsheets, scheduling, filing systems and scanning.

WORK SCHEDULE:

This is a part-time, temporary assignment estimated at 20 hours per week. The assignment is expected to last approximately 6 months. Assignment hours and end date may be adjusted based upon District approval. This position will report to the Engineering Manager and is located at our Grass Valley office.

GENERAL QUALIFICATIONS and SPECIAL REQUIREMENTS:

Experience: 4+ years' experience as an assistant or secretary in a law office, title company or engineering firm. Familiarity with legal, real estate and engineering procedures desirable.

Education: Equivalent to completion of the twelfth grade.

License: Possession of a valid driver's license. Legal secretarial certification desired.