



Internal Job Posting

ADMINISTRATIVE ASSISTANT I/II

Mission Springs Water District is currently accepting applications for an Administrative Assistant to support the Human Resources and Operations departments. This position will report to the Director of Operations and to the Human Resources Manager.

DEFINITION: Under immediate direction (Administrative Assistant I) or general (Administrative Assistant II) direction, performs highly responsible, confidential, and complex administrative and secretarial office support functions for a Department or Division. Prepares letters, reports, records, and ensures accuracy, completeness, and compliance with established standards. Performs a variety of professional and administrative functions involved in the operation of the assigned departments; researches, prioritizes, and addresses incoming issues and concerns; provides information and handles issues which may require a high level of sensitivity and confidentiality. Fills in as Secretary for board meetings on an as needed basis; and performs related work as required.

QUALIFICATIONS: Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent, and 1 – 3 years of increasingly responsible administrative support work, preferably for a high-level administrator, executive, or Board

Possession of a valid Class C California driver's license and satisfactory driving record.

Please review the complete job description and requirements at: <https://www.mswd.org/jobs>

Salary Range

\$ 59,924.80	To	\$ 84,739.20	Annually
4,993.73	To	7,061.60	Monthly
28.81	To	40.74	Hourly

Regular Hours (9/80 work schedule):

Monday – Thursday, 7:30am to 5:30pm (one hour lunch). Friday, 7:30am to 4:30pm (one hour lunch). Every other Friday is a day off, for a total of 80 hours per pay period.

This is a full-time, non-exempt, regular position with top-notch benefits.

If you have the qualifications listed in the [job description](#) and would like to apply for the position, please apply online at <https://www.mswd.org/employment.aspx>

Application Deadline: March 22, 2024