

# Office Specialist I-II TEMPORARY

Job Status

Closed - no longer accepting applications

[Back to Job Openings](#)

[Job Announcement](#) [Job Description](#) [Online Application](#)

Mission Springs Water District is currently searching for a temporary Office Assistant to support our Engineering Department.

Under immediate (Office Specialist I) supervision, perform routine to moderately complex and responsible office support for the engineering department which include, but is not limited to: word processing, data entry and organization, purchase requisitioning, invoice creation and invoice processing, recordkeeping, report preparation, and filing.

***Application Deadline: Open until filled.***

## Supporting Documents

Office Specialist I-II - Job Announcement 04-15-2024 96.24 KB

Office Specialist I/II - Job Description 110.66 KB

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