

Administrative Assistant- Calleguas Municipal Water District, Thousand Oaks, CA.

Calleguas Municipal Water District has one full-time opening for Administrative Assistant. High school diploma or general education degree (GED) and at least three years of related experience and/or training. An associate or bachelor's degree in records management, public administration, or related field is desirable. Performs a variety of administrative, office support, and records management functions; creates and maintains reports, records, and files; creates, types, and edits documents ranging from general correspondence to technical reports and spreadsheets; interacts with internal and external customers. Composes, creates, and updates documents and spreadsheets using Microsoft Word, Excel, and Adobe Acrobat. Use of software programs for maintenance management and database management.

Administrative Assistant 2 annual salary range is \$46,845-\$62,460, Senior Administrative Assistant annual salary range is \$57,979-\$70,639. Excellent benefit package.

APPLY BY: March 1, 2019 at 4:30 pm. Application package required. Job Description & Application Package at "www.calleguas.com" or call job line at (805) 526-9323. EEO/AA/ADA