



ADMINISTRATIVE ASSISTANT I & II

Santa Ynez River Water Conservation District, Improvement District No.1

Administrative Assistant I \$4,435.75 - \$5,820.08/mo.

Administrative Assistant II \$5,167.44 - \$6,780.12/mo.

Administrative Assistant I - entry level position; Administrative Assistant II - journey-level position. Incumbents perform a wide variety of specialized clerical duties, communications, and bookkeeping functions. Incumbents will receive incoming phone calls; interact with customers; maintain and edit a variety of documents ranging from general correspondence to reports and spreadsheets; maintaining databases; work in specialized utility billing and accounting software; and engaging in accounting tasks.

Administrative Assistant I: One (1) year of general office experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Administrative Assistant II: Three (3) years of general office or administrative assistant experience equivalent to an Administrative Assistant I. High school diploma or equivalent required for all Administrative Assistant positions.

Open Until Filled. For more information visit the District's website at: www.syrwd.org/employment-opportunities-d4d3221 or call (805) 688-6015.