



Internal/External Employment Opportunity

JOB TITLE: Administrative Assistant I

JOB STATUS: Non-Exempt

PAY RANGE: \$22.15 - \$28.35 per hour

CLOSING DATE: Friday, October 10, 2014

DUTIES: Under direct supervision, provides highly responsible, professional administrative assistance with a variety of difficult, sensitive and confidential functions. Duties of this position include but are not limited to: proofreading, editing, organizing and assembling a variety of reports, surveys and analyses through the use of technical office information systems; taking and distributing meeting minutes; coordinating schedules and calendars; taking and directing incoming calls; greeting visitors; maintaining files; and, distributing District mail. This job requires the incumbent to efficiently operate all office equipment including a multi-line switchboard, personal computer, and copier/facsimile/postage machines. Duties and responsibilities require the ability to take direction and follow through on one's own to complete assigned duties.

QUALIFICATIONS: Possession of a high school diploma or equivalent certificate; two years of administrative experience; excellent written and verbal communication skills; strong background using personal computers with emphasis in word processing with proficient typing skills; possession of a valid California driver's license and maintenance of a safe driving record.

PHYSICAL REQUIREMENTS: Position requires occasional stooping, bending, climbing, lifting, walking, reaching, and the ability to carry and lift materials and objects weighing up to 35 pounds. In addition, this position requires travel by automobile to conduct District business, oral communication with District management, coworkers, and District customers in face-to-face, one-on-one, and group settings, regular use of the telephone for communication, operation of office equipment such as computer terminals, copiers, and facsimile machines, sitting for extended time periods, and hearing and vision within normal ranges.

APPLICATION PROCEDURE: Internal Candidates: Please complete a job bid form, which can be obtained from our intranet site.

External Candidates: Please complete a District Application for Employment, which can be obtained from our website at www.mnwd.com.