



VALLEY CENTER MUNICIPAL WATER DISTRICT
invites applications for the position of
Administrative Assistant I, II, III

SALARY:

	<u>Hourly</u>	<u>Monthly</u>	<u>Yearly</u>
Administrative Assistant I	\$28.075 - \$37.623	\$4,866.33 - \$6,521.32	\$58,396.00 - \$78,255.84
Administrative Assistant II	\$30.953 - \$41.479	\$5,365.19 - \$7,189.69	\$64,382.24 - \$86,276.32
Administrative Assistant III	\$34.125 - \$45.731	\$5,915.00 - \$7,926.71	\$70,980.00 - \$95,120.48

*Job Classification placement and starting compensation based on experience and qualifications.

OPENING DATE: Monday, February 23, 2026

CLOSING DATE: Open Until Filled

SUMMARY

The District is seeking a qualified candidate to fill the position of **Administrative Assistant I, II or III**. Under immediate supervision, incumbents in the **Administrative Assistant I** position perform a variety of routine to difficult clerical and administrative support duties which may include but are not limited to customer service, typing, word processing, record keeping, and filing. The **Administrative Assistant II** is the experienced, journey level class in the series, distinguished from the lower classification by the relative independence with which duties are performed. Incumbents perform a greater diversity of specialized assignments requiring the application of terminology, policies, practices, and procedures. **Administrative Assistant III** is the advanced-level class in the series, distinguished from the lower classifications by the relative independence with which duties are performed. It is distinguished from the Administrative Assistant I/II classes, which perform primarily receptionist, clerical, customer service, and office support duties. Incumbents are fully competent and perform the full range of high-level administrative activities in support of a department to include: conducting research, maintaining and updating policy manuals; typing and preparing correspondence; preparing reports; technical documents; assigning and monitoring work of lower level staff. In addition to general clerical and administrative skills, incumbents in this class will have demonstrated Department specific skills related to the department in which they work, and may provide direction to other support staff.

KEY DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Acts as receptionist for the District offices, which includes: answering telephone lines and radio, determining nature of call; recording and processing emergency customer service requests and service orders; directing callers to the proper person or department, providing information to callers, or, taking messages as appropriate. Receives and records payments, and other monies, and issuing receipts; verifying and posting details of transactions, such as funds received and disbursed and totaling receipts and preparing daily deposit. Composes and types correspondence, reports, forms and specialized documents from drafts, notes, or brief instructions using a computer; proofreads and checks printed material for accuracy, completeness, compliance with policies, and correct English usage including grammar, punctuation and spelling; enters, edits, and retrieves data and prepares reports from on-line or personal computer system following established formats.

Prepares and updates a variety of reports which may require arithmetic calculations and consolidating data from several sources; researches and compiles information; maintains records and processes forms such as

attendance and payroll records, purchase requisitions and work orders. Performs administrative support activities, to include: establishing and maintaining office files; operating standard office equipment, including a computer opening and distributing mail, processing outgoing mail, making travel arrangements; maintaining general office supplies and reviewing requisition forms to ensure receipt of ordered supplies; receiving or referring office equipment repair requests to appropriate staff or vendor. May maintain State water certification records for field employees, which includes sending out continuing education reminder letters, paying renewal fees, and maintaining copies of certifications. May be required to translate for others from English to Spanish and from Spanish to English. Provides relief coverage for other office support positions. Performs other duties as assigned. (A more detailed job description can be found on the District's website <http://www.valleycenterwater.org/Jobs>).

QUALIFICATION GUIDELINES

Knowledge of: Techniques used in dealing with the public, in person and on the phone; office practices and procedures, including filing and operation of standard office equipment; correct language usage including spelling, grammar and punctuation; business letter writing and standard formats for typed documents; basic business data processing procedures and the use of personal computer equipment and related software applications; basic record keeping principles and practices; basic cashing and bank deposit preparation, practices and procedures.

Ability to: Deal tactfully and effectively with customers and others both in person and on the telephone; perform detailed clerical work accurately; organize and maintain office files; compose routine correspondence from brief instructions; maintain accurate records and files; make accurate arithmetic calculations in cashier and banking activities; use initiative and sound judgment within established guidelines; operate standard office equipment, including the accurate use of commonly accepted computer word processing and spreadsheet software and Phone System equipment; understand and carry out oral and written instructions; type accurately at a rate of 50 words per minute from printed copy; understand oral communication and being understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to a High School Diploma.

Experience: Administrative Assistant I- one year of general office experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Administrative Assistant II- two years of general office or office assistant experience equivalent to an Administrative Assistant I.

Administrative Assistant III – a minimum of three years of responsible secretarial and office administrative experience. Secretarial or business training and experience in dealing with representatives of business or community organizations is desirable.

License and Certifications:

Administrative Assistant III – Notary Public Certification highly preferred.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical Demands:

While performing the duties of this job, an incumbent is regularly required to sit, talk or hear, in person and by telephone; use hands repetitively to operate finger, handle, or feel standard office equipment; and reach

with hands and harms. Incumbent is frequently required to walk, stand, kneel and bend and lift up to 25 pounds. Specific vision abilities required by this position includes close vision and the ability to adjust focus to computer monitors and other standard office equipment.

Work Environment:

Incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly in office settings. The noise level is usually quiet to moderate.

APPLICATION PROCEDURE:

A District Application is required for consideration for this position and is available online at www.valleycenterwater.org or at our District office located at 29300 Valley Center Road, Valley Center. Office hours are 7:00am to 4:30pm Monday – Thursday and 7:00am to 3:30pm on Friday. Resumes **will not** be accepted in lieu of a completed District application. Please direct any questions to Stephanie Lackerdas at (760) 735-4525.

The provisions of this notice do not constitute an expressed or implied contract. Any provision in this notice may be modified or revoked without notice. Persons selected for employment will be required to take, and pass, a pre-employment physical, drug screen and background check. They will also be required to present documents establishing qualifications, personal identity and the legal right to work in the United States. The District makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs when invited to participate in an oral panel interview. Valley Center Municipal Water District is an Equal Opportunity Employer.