

Administrative Assistant

Pay Range: \$19.88 - \$25.37/hour

Part Time: 20-25 hrs/wk

(Open Untill Filled)



OVERVIEW

Established in 1951, Kings River Conservation District (KRCD) is a multi-purpose agency responsible for flood control, hydroelectric power generation, water management and efficiency, environmental and regulatory oversight, and groundwater management throughout the Kings River Service Area. KRCD serves as administrator for the Kings River Water Quality Coalition (KRWQC) and Kings Water Alliance (KWA), regional organizations dedicated to supporting agricultural regulatory compliance, stakeholder engagement, groundwater and surface water protection, and sustainable agriculture/water resource management.

POSITION SUMMARY

Under general supervision of the Manager of Human Resources this role provides administrative and program support throughout the District. Responsibilities include preparing documents, maintaining records, entering data, handling correspondence, and assisting staff and members of the public as needed.

The ideal candidate will possess strong organizational and communication skills, attention to detail, and proficiency with Microsoft Office (55 word per minute minimum) and workplace technology in order to manage multiple priorities, meet deadlines, and solve routine problems. Your administrative skills will support a public agency whose work is driven by service and stewardship of our region's natural resources.

Applicants must be legally authorized to work in the United States.

EDUCATION & EXPERIENCE

Education: Equivalent to completion of the twelfth grade with basic training in computer word processing programs.

Experience: Six months of experience performing word processing and general office duties.

Essential Duties & Responsibilities

Document Preparation & Correspondence

Prepare and edit memos, correspondence, reports, and other documents; coordinate incoming and outgoing mail and large mailings.

Records & Data Management

Maintain District files, administrative and cost accounting records, and logs; enter information into District databases.

Public & Staff Assistance

Answer, screen, and direct telephone calls; receive visitors courteously and refer them to appropriate staff.

Office & Program Support

Perform general office duties, operate office equipment, and support District programs and special projects. Maintain regular attendance and adhere to the prescribed work schedule; perform other duties as assigned.

TO APPLY:

Please email your cover letter and resume to the Manager of Human Resources at:
hrrchief@krcd.org

Or mail to:
**4886 E. Jensen Ave.
Fresno, CA 93725**

KRCD is an equal opportunity employer.