



POSITION TITLE

Administrative Assistant I/II

POSITION PAY RANGE

\$28.82-\$43.86/hour
\$4,996-\$7,602/month
\$59,949 - \$91,220/year

APPLICATION DEADLINE

Open Until Filled

DESIRED EDUCATION & EXPERIENCE

- High School Diploma or GED
- California Notary Certificate
- Admin. Assistant I: up to 1 year of office, administrative or clerical support experience.
- Admin. Assistant II: 2 years experience in office, administrative or clerical support work.

OVERVIEW

Join our dynamic team at Walnut Valley Water District as an Administrative Assistant I (entry level position) or an Administrative Assistant II (at least two years of relevant work experience. This role is vital in supporting the District's operations by performing a wide range of administrative and clerical duties with accuracy, professionalism, and confidentiality.

Under the supervision of the Executive Services Administrator, this position is responsible for preparing and distributing Board and committee meeting materials, maintaining records and the District's digital document database, processing correspondence, and assisting with customer service tasks. As the experienced level in the classification series, the Administrative Assistant II performs more specialized duties, requiring in-depth knowledge of District policies, independent judgment, and strong organizational skills. Key responsibilities include coordinating meetings, processing payments, managing records compliance, and supporting various departments with administrative tasks. This role is essential for ensuring seamless day-to-day operations and exemplary service to both internal and external stakeholders.

RESPONSIBILITIES

For more detailed information and a non-exclusive list of essential duties and responsibilities expected of this role, please scan the QR code to the left or contact the Human Resources team.

OUR MISSION

Dedicated to meeting the water supply needs of the communities we serve.

OUR VISION

Shared Values, Shared Results

OUR VALUES

Customer Service • Accountability • Reliability
Efficiency • Communication • Quality

HOW TO APPLY



All applications must be submitted at governmentjobs.com/careers/wvwd

CONTACT FOR MORE INFORMATION

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Human Resources

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**AT WALNUT VALLEY WATER DISTRICT,
WE BELIEVE IN PUTTING PEOPLE FIRST.**

We understand the importance of maintaining a healthy work-life balance while striving for excellence in everything we do. Our vision statement, "Shared Values, Shared Results," reflects our commitment to collaboration, integrity, and success. As a member of our team, you'll not only be part of a dedicated workforce but also enjoy a comprehensive benefits package designed to support your personal and professional growth.

**OUR BENEFITS
PACKAGE INCLUDES:**

1. COMPETITIVE COMPENSATION:

Enjoy a significant 16% increase in base pay from January 1, 2024, to January 1, 2027, ensuring your hard work is rewarded accordingly.

2. CERTIFICATION AND PERFORMANCE INCENTIVES:

Class A or Class B drivers receive a 5% differential PERSable pay until July 1, 2027, recognizing the specialized skills and responsibilities of these roles.

Employees who obtain water distribution, treatment, backflow or water quality certificates above their job requirements are eligible for annual certification pay, recognizing and rewarding their commitment to professional development and excellence in their role.

- Distribution Certification Pay from \$600 - \$2,500
- Treatment Certification Pay from \$600 - \$1,350
- Backflow/Cross Connection Pay from \$750 - \$2,250
- Water Quality Certification Pay from \$750 - \$1,500

3. FLEXIBLE WORK SCHEDULE:

Benefit from a 9/80 work schedule, providing you with flexibility and extended weekends to maintain a healthy work-life balance.

4. HYBRID WORK OPPORTUNITIES:

Eligible positions offer the option of a hybrid work-from-home schedule, empowering you to work in a way that suits your lifestyle and enhances productivity.

5. GENEROUS PAID TIME OFF:

Enjoy 14 paid holidays per year, along with generous vacation time ranging from 80 to 160 hours annually based on years of service.

Sick Leave: 96 hours of sick leave per year to ensure you can take care of your health without worrying about losing time off.

Paid time off (vacation and sick) do not expire.

6. ADDITIONAL LEAVE BENEFITS:

Mid-Management and Executive staff exempt employees receive administrative leave hours annually, allowing for personal time off without affecting your regular vacation or sick leave. Mid-Management receive an additional 48 hours annually and Executive staff receive an additional 64 hours annually.

7. RETIREMENT PLANNING:

Participate in the Federal Social Security System and California Public Employees' Retirement System (CalPERS), with the District covering a portion of the Social Security cost until January 2027. Effective January 1, 2027, the District will cover 100% of the Social Security cost (excluding Medicare).

The District also offers voluntary deferred compensation 457 plans to provide employees with a robust and proactive retirement package.

8. COMPREHENSIVE HEALTH COVERAGE:

Enjoy full payment of combined least-cost medical, dental, and vision family plans, ensuring you and your loved ones are covered without financial strain.

9. DISABILITY AND LIFE INSURANCE:

Premiums for Short-Term Disability (STD) and Long-Term Disability (LTD) are covered, and employees receive a District-paid life insurance benefit of two times annual earnings, with supplemental voluntary options available.

10. TUITION REIMBURSEMENT:

Take advantage of an annual tuition reimbursement of up to \$8,500 to pursue academic degrees, certification programs, or job-related coursework, supporting your personal and professional growth.

At Walnut Valley Water District, we prioritize your well-being, professional growth, and financial security. Join us in fulfilling our shared values and achieving shared results while enjoying a fulfilling and rewarding career journey.

