



**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**  
is seeking qualified candidates for the following career opportunity:

# OFFICE ASSISTANT

**SALARY RANGE: \$39,174 - \$ 52,399 ANNUALLY**

**DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: MAY 11, 2018**

Under general supervision, the Office Assistant will perform a wide variety of routine to moderately difficult administrative and office support duties; performs routine document processing; data entry, meeting coordination/preparation, and performs other duties as assigned. Office Assistant is distinguished from Senior Office Assistant in that an incumbent in the latter class performs difficult and specialized administrative and office/administrative support functions

## ESSENTIAL 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 class.

- Using document processing software, types, formats, revises, prints and distributes correspondence, memoranda, calendars, requests, forms, lists, reports and other documents; types from rough notes, drafts, and brief oral instructions; composes routine correspondence; enters and revises data in databases and generates reports; prepares and compiles packets; receives, screens and distributes office mail; sends and receives faxes; prepares regular and bulk mailings; copies various documents and materials, including large duplication orders; duplicates, assembles and distributes agendas and packets.
- Answers, screens and routes telephone calls; takes and distributes messages; greets and directs visitors to the appropriate office or staff member; responds to and refers questions and complaints to the appropriate staff; responds to inquiries for standard information; sets up and maintains monthly department and staff calendars; requests office and equipment repairs; may provide customer service at a front desk or public counter.
- Maintains office files and records; prepares manual and computer logs of various documents and requests; creates new files and folders; retrieves, duplicates and distributes copies of reports, forms, records and documents.
- Creates, maintains and updates standard forms, databases, logs, files, records and reports for department use; prepares and maintains standard spreadsheets; gathers and compiles data for specialized reports and records; ensures data accuracy.
- Schedules meetings, workshops, events and conferences in accordance with instructions; makes meeting arrangements, including refreshments and catering; takes meeting minutes; coordinates scheduling of meeting and training rooms as needed.

**MINIMUM QUALIFICATIONS:** Graduation from a four year college with a Bachelor's Degree in Environmental Science, Geology, Engineering, Water Resources Management or related degree and three to five years experience in a Public Sector agency, is highly desirable. However, a high school diploma (or G.E.D) and two years of related work experience are the minimum requirements to apply.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** Applicants must have a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

## APPLICATION AND SELECTION PROCESS

The first review of applications will be **Friday, May 11, 2018**. To be considered for this opportunity please submit a (1) District application, (2) cover letter highlighting your applicable experience and (3) resume to Tracey Burke, Senior Administrative Specialist, [tburke@wrdd.org](mailto:tburke@wrdd.org) by the first review date. The District is an Equal Opportunity Employer.

**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA - ADMINISTRATION DEPARTMENT**

4040 Paramount Boulevard, Lakewood, California 90712

For questions about this recruitment please call (562) 921-5521



**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**  
is seeking qualified candidates for the following career opportunity:

# OFFICE ASSISTANT

**SALARY RANGE: \$39,174 - \$ 52,399 ANNUALLY**

**DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: MAY 11, 2018**

The **WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA (WRD)** is the largest groundwater agency in the State of California, managing and protecting local groundwater resources for four million residents. WRD's service area covers a 420-square-mile region of southern Los Angeles County, the most populated county in the United States. The 43 cities in the service area, including a

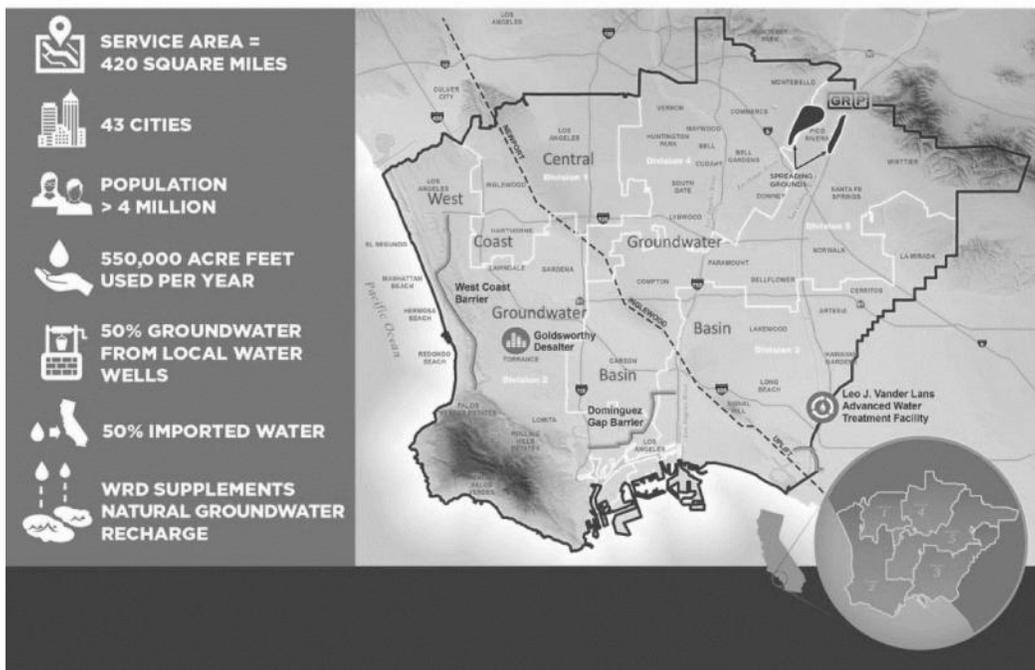
portion of the City of Los Angeles, uses about 250,000 acre-feet (82 billion gallons) of groundwater annually which accounts for approximately half of the region's water supply.

WRD ensures that a reliable supply of high quality groundwater is available through the use of recycled water and storm water capture. WRD is responsible for monitoring and testing groundwater throughout the region using effective management principles.

The Mission Statement of



## WRD SERVICE AREA IN SOUTHERN LA COUNTY



WRD is "To provide, protect and preserve high-quality groundwater through innovative, cost-effective and environmentally sensitive basin management practices for the benefit of residents and businesses of the Central and West Coast Basins."

WRD was formed by a vote of the people in 1959 for the purpose of protecting the groundwater resources of the Central and West Coast Groundwater Basins. Prior to the formation of the District in 1959, unregulated and unmanaged over-pumping caused many water wells to go dry. Along the coastline, groundwater levels dropped below sea level, allowing the salty ocean water to seep into and contaminate the freshwater aquifers. Today, WRD protects the basins through artificial groundwater replenishment, ensuring that aquifers maintain healthy levels. WRD further protects the basins from seawater intrusion by injecting water into wells along the coastline to keep the ocean from further contaminating the fresh groundwater.

**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA - ADMINISTRATION DEPARTMENT**

4040 Paramount Boulevard, Lakewood, California 90712

For questions about this recruitment please call (562) 921-5521