

## Administrative Assistant

Deschutes Valley Water District (DVWD) is seeking individuals to fill the role of Administrative Assistant. Previous experience in office administration, payroll processing, account management, customer service and payment processing is preferred. Candidates should have experience in an office environment and be familiar with office computing products. Familiarity with Springbrook utility software or similar is preferred. A strong work ethic and attention to detail are essential. This is a temporary position limited to six (6) months with the potential to transition to regular full-time employment including all benefits.

### Duties and Responsibilities

- Attend to customers in person and on the phone
- Answer phones and answer questions or direct the caller to appropriate persons.
- Use customer management software and other office software including the Microsoft Office Suite and Adobe Acrobat.
- Open and separate mail
- Process customer payments
- Printing and mailing
- Filing documents
- Preparing Bank Deposits
- Balance cash till
- Complete lien searches
- Maintain office supply inventory and order supplies as necessary
- Additional expanded duties will include payroll processing, accounts payable and miscellaneous billing
- Other duties as assigned

### General Requirements and Qualifications

- High school degree or equivalent educational experience; post-secondary education or other work experience a plus.
- Must be 18 years of age
- Computer Proficiency with expertise in Microsoft Office Suite (Word, Excel, PowerPoint), email management, and other relevant software.
- Ability to physically stand, bend, squat, and sit for prolonged periods.
- Positive attitude and excellent work ethic including confidentiality and handling sensitive information with discretion.
- Able to work independently or collaboratively as a member of a team
- Excellent interpersonal skills and communication with District team and customers

Benefits include medical, dental, vision, and life insurance for the employee and family (100% of premiums paid along with employee reimbursement for certain out-of-pocket expenses), Oregon PERS/Public Service Retirement Plan (OPSRP) with the employee's 6% contribution paid by the District, HRA account for medical-related expenses, a 457 deferred compensation plan with employer matching up to 5.5%, and additional voluntary supplemental benefit options. Full-time work of 40 hrs. per week with 9 paid holidays and paid leave accruals according to collective bargaining agreement with IBEW Local 125.

**Salary: \$20.88/hr starting, up to \$25.03/hr depending on qualifications and experience**

A pre-employment drug test is required after receiving a conditional job offer. The Deschutes Valley Water District is an Equal Opportunity Employer. Positions are open until filled.