

East Contra Costa Irrigation District

Brentwood, CA, United States

Full Time

Compensation: $26.52/hour - $32.24/hour

**District Services Assistant**

Opens on Tuesday, November 8, 2022

Remains open until position filled.

***East Contra Costa Irrigation District*** is seeking a highly motivated individual to join our team as a District Services Assistant in Brentwood, CA. You will perform a wide variety of routine general clerical, accounting practices and human resource duties. This is a part time position.

**Salary:** Level I: $26.52/hour (Level varies based on experience)

**Other Benefits Include:** Medical, Dental, Vision, Life Insurance, CalPERS

**Essential Duties and Responsibilities:**

* Tracking and posting accounts payables and receivables; may prepare payroll for processing; may assist in the budget process; calculate water billing; and other varieties of accounting practices.
* Perform human resource duties such as recruitment selection, compensation, benefit administration and Workers’ Compensation.
* Type, word process and proofreads a wide variety of reports, letters, memoranda, correspondence, resolutions, and other documents; types from rough draft or verbal instruction; independently composes correspondence and reports related to assigned area of responsibility.
* May provide staff support to committees or commissions including preparing agendas, packets, and related materials; prepares and coordinates publications, postings and distribution of legal notices for public meetings and hearings.
* Performs a full range of secretarial and administrative duties in support of management staff.
* Entry level QuickBooks Pro knowledge with basic knowledge of accounting principles

**Preferred qualifications/experience include:**

* Past experience,preferred but not required, of increasingly responsible experience in performing administrative duties including but not limited to a variety of human resources or accounting support work.
* Any combination of education and experience which would likely provide the necessary knowledge, skills and abilities is qualifying.

**ADDITIONAL APPLICATION INSTRUCTIONS**

Final filing date: Posting will remain open until position is filled. Send resume to dshaffer@eccid.org, complete application on our website at www.eccid.org or call 925-634-3544 for general information.