



East Contra Costa Irrigation District

Brentwood, CA, United States

Part Time

Compensation: \$25.00/hour - \$30.39/hour

District Services Assistant

Opens on Wednesday, October 28, 2020

Applications must be received by 3:30 pm, November 30, 2020

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: \$25.00/hour

Other Benefits Include: This is a part time position; no benefits are provided except mandated sick leave.

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.

Preferred qualifications/experience include:

- Basic knowledge of accounting principles
- 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
- QuickBooks Pro knowledge a plus

ADDITIONAL APPLICATION INSTRUCTIONS

Final filing date: 11/01/2020 @ 3:30 pm. Attach resume and complete application on our website at www.eccid.org or call 925-634-3544 for general information.