

## Administrative Assistant

Company: **Kinneloa Irrigation District**

Organization Type: **Public Water/Wastewater Agency**

Location: **Pasadena, California**

Job Status: **Full-time**

Salary: **See Below**

Job ID: **43354**

Website: **<http://www.kinneloirrigationdistrict.info>**

### General Job Description

Position requires a variety of general office skills to assist other employees in the preparation and maintenance of customer service, field operations and water quality records; requires the use of a computer to prepare, edit and print varied written materials; may be required to transcribe material from voice to text.

### Qualifications

Minimum qualifications are graduation from high school and experience in general office and customer service tasks. Position requires that the holder possess a valid California driver's license. Position requires a high level of computer proficiency in word processing, spreadsheets and customer management systems. Information technology experience with computer hardware and software is desirable. A college degree or certification in accounting or business management is preferred. An interest in learning about the field operations of the district is desirable.

### Customer Service Responsibilities

Customer service functions may include greeting visitors in person and on the telephone, processing mail, and performing other regular office functions including filing and ordering office supplies; setting up new accounts, processing customer requests to discontinue water service, answering general customer inquiries; processing payments, preparing bank deposits and following up on delinquent accounts.

### Salary Range

42,848-74,984

**Contact General Manager for application – [mel@kinneloirrigationdistrict.info](mailto:mel@kinneloirrigationdistrict.info)**