

SAN ANDREAS SANITARY DISTRICT

JOB ANNOUNCEMENT

OFFICE ADMINISTRATION

The **San Andreas Sanitary District** invites career-minded individuals to apply for full-time employment in the field of Office Administration. The next person hired will be on a career track, with an expectation of upward mobility and professional growth to the top skill step and commensurate salary. The District is looking for a person that has proven to be a dependable employee in the past, can quickly learn new techniques, and can share their experience to help build a more modern office environment.

The Office Administration is fast-paced and requires expertise in topics of human resources, payroll, finance management, customer service, and Board governance. This is a challenging and fulfilling career and the successful candidate will have significant influence in updating and modernizing the current office environment. A full job description is available on the District's website, sasanitary.org, with the knowledge, skills, and abilities required.

While only a High School diploma and a valid California Driver's License are required for the entry level position, sharp candidates with college training and related experience at a public agency like ours will be placed at the higher end of the skill step range. The wage currently peaks at \$41.59/hr based on experience. Generous benefits include CalPERS retirement, vacation, fully paid medical/dental insurance premium for the employee and dependents, and matching contributions to 457 deferred compensation plan.

District Applications and the job description are posted on our website

<http://sasanitary.org/> . Completed applications and resumes may be emailed to **office@sasanitary.org** , mailed to our office at P.O. Box 1630, San Andreas, CA 95249 Re: Office Administration Application, or dropped off at the facility during business hours.

The District will consider applications until the position is filled. The first screening will take place on November 12th and will involve a review of the application and resume. Selected candidates will be invited for an in-person interview, a practical test using office software (such as MS Outlook, Quickbooks, MS Excel), a written mathematics test, and will be asked to produce a typed memo using MS Word in a timed test. There is no specific study guide for this interview process, but experience with these software programs will prove helpful.