



**MAMMOTH COMMUNITY WATER DISTRICT – PERSONNEL SERVICES
JOB ANNOUNCEMENT**

ADMINISTRATIVE ASSISTANT

Recruitment No. 21-011

Salary Range: \$26.38 – \$31.25 Hourly
Date Opened: Thursday, 10/07/2021, 8:00 a.m.
Filing Deadline: Monday, 10/25/2021, 8:00 a.m.

Job Type: General and Open
Recruitment Contact: Ms. Chris Weibert

This is an Open recruitment for an Administrative Assistant who meets the minimum qualifications, standards and filing requirements specified on this announcement.

The Mammoth Community Water District, Finance Department, Accounting and Treasury Division currently has one permanent opening available and is offering an excellent career opportunity for a motivated individual interested in becoming a member of an extraordinary and dynamic water/wastewater utility finance team.

Position Description:

The Administrative Assistant performs a variety of paraprofessional, administrative support, and public contact duties, including processing statistical information and operational data related to financials, payroll, accounting transactions, or budgeting. Incumbent must possess skills in the use of all manner of computer systems and applications software (e.g., spreadsheets, database managers, word processors, calculators, basic office equipment, etc.).

The Requirements – Minimum Qualifications/Standards:

These are entrance requirements to the Open recruitment, and do not assure a place on the eligible list. Applicants must meet the minimum qualifications/standards for the position on or before the posted filing deadline in order to qualify.

TO QUALIFY, an applicant must have:

Education: High school diploma or GED, and completion of thirty semester units from an accredited college or university that is acceptable within the United States' accredited college or university system with course work in public administration, social/political science, business administration, accounting, physical science, mathematics, communications or a closely related field.

AND

Experience: One year administrative support experience which emphasized public, office or personnel management, budgetary review and control, or public and community relations.

Substitution: One additional year of qualifying experience may be substituted for the required college or university education.

Special Requirements/Note:

Driver License: Possession at time of appointment and continued maintenance of a valid California Class C Driver License may be required. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two consecutive years may be required at time of application or appointment. **NOTE: Applicants must submit at the time of application, a current copy of their driving record from the State of California Department of Motor Vehicles (DMV) issued no later than one month prior to submitting application.**

Selection Process:

Depending upon the number of applicants meeting the filing requirements and minimum qualifications/standards, applicants may be scheduled for one or more of the following processes:

- Application Review, Qualifying Only (Upon receipt, applications are screened according to the minimum qualifications/standards outlined above, with the most qualified applicants being recommended to the Finance Department and/or for the performance examination.)
- Performance Examination (Weighted 100%, a job-related examination which may test an applicant's writing/verbal skills and comprehension, mathematics, computer skills, etc.)
- Oral Examination (Weighted 100%, includes a panel of at least one member within a similar field of expertise as the vacancy. Applicants are asked structured questions and must respond orally to allow the panel to evaluate the specific qualifications of each applicant.)

Applicants must achieve a passing score on the examination to qualify for consideration.

Required Application Materials and How to Apply:

- Mammoth Community Water District Application (Must be complete and current. The District application form is available at <https://mcwd.dst.ca.us/employment/>)
- The Application and related application materials (i.e., DMV driving record) are to be submitted by email only to cweibert@mcwd.dst.ca.us by the final filing date. Applications submitted by U.S. Mail, in person to the District/Personnel office, or fax will not be accepted. Resumes are not accepted in lieu of an application.
- Once the recruitment filing period has concluded, status checks may be done at any time by contacting the Recruitment Contact via email or phone (extension 226).

Equal Opportunity Employer:

We welcome applicants of any race, gender, religion, ancestry or disability.

Immediate and future vacancies will be filled from this eligible list for a period of up to six (6) months from the date of promulgation.

Mammoth Community Water District
Personnel Services Department
Post Office Box 597
1315 Meridian Boulevard, Mammoth Lakes CA 93546-0597
For application information, call (760) 934-2596
Website <https://mcwd.dst.ca.us/employment/>
Should you feel you need special accommodations for this examination due to a qualifying disability, please contact Personnel Services at (760) 934-2596, ext. 226, at least five days prior to your examination.