



AMERICAN VALLEY COMMUNITY SERVICES **DISTRICT**

900 Spanish Creek Road, Quincy, CA 95971 ▪ (530) 283-0836 ▪ Fax 283-0838

OFFICE ASSISTANT / SENIOR OFFICE ASSISTANT EMPLOYMENT OPPORTUNITY

Posted: April 10, 2024

Location: Quincy, California

Type: Full Time, 8:00 a.m. – 5:00 p.m. Monday - Friday

Salary: \$20.99 - \$29.97 Depending on experience

The American Valley Community Services District is seeking a highly motivated Office Assistant or Senior Office Assistant. This person will perform a wide variety of complex, specialized and technical office support, administrative and secretarial/clerical duties. Duties will include answering phones, receiving the public, providing customer assistance, accounting functions such as receiving payments, data processing and other office duties.

Minimum Qualifications: High school diploma or GED equivalent. Knowledge of modern office methods, practices and equipment; and techniques of business letter and report writing. Accounting, office and computer skills to include QuickBooks, Microsoft Word and Excel are required. Possession of a valid California driver's license.

To learn more about this opportunity, visit www.americanvalleycsd.com/job or call Katie at (530) 283-0836. To apply, please submit a District application, resume, and cover letter to Katie Nunn at 900 Spanish Creek Road, Quincy, CA. 95971 or via email, katie@americanvalleycsd.com. This position is open until filled.