



## **AMERICAN VALLEY COMMUNITY SERVICES** **DISTRICT**

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

### **OFFICE ASSISTANT EMPLOYMENT OPPORTUNITY**

Posted: July 12, 2023

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 accepting applications for an Office Assistant. The Office Assistant 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, as required. Possession of a valid California driver's license.

To learn more about this opportunity, visit [www.americanvalleycsd.com/job](http://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](mailto:katie@americanvalleycsd.com). This position is open until filled.