



## Hiring Announcement: Office Assistant

The Malaga County Water District is accepting applications for a part-time Office Assistant. Reporting directly to the District Clerk and Accounting Clerk, this role is responsible for handling daily administrative tasks, processing customer utility payments, and providing general clerical support to office staff.

### Key Responsibilities:

- Communication: Answer phone calls, route messages to the correct staff members, and handle basic email correspondence. Communicate with customers to answer questions and address complaints/inquiries.
- greet visitors and customers in a professional manner;
- accept payments and issue receipts.
- Secure and account for cash payments;
- Mail & Deliveries: Sort and distribute incoming mail and packages. This will include assistance in mailing of billing at the end of each month.
- Compile, copy file and sort business records and transactions.
- Assist the District Clerk and Accounts Clerk as necessary.
- Coordinates and process reservations, agreements, and payments for community center and park rentals.

### Required qualifications:

- Possess minimum one (1) year of experience in an Office Assistant Role.
- Basic proficiency with computer systems and standard software (e.g., Microsoft Office/Word/Excel).
- Bilingual in English and Spanish.
- High School diploma or equivalent.
- Valid California driver's license.
- Strong organizational skills and dependability.

### Salary and benefits:

- Starting salary range: \$18-20/hour depending on qualifications and experience.

To apply, submit a completed application from the District website <https://www.malagacwd.org/employment> along with a letter of introduction, resume, and credentials to Norma Melendez, District Clerk, [nmelendez@malagacwd.org](mailto:nmelendez@malagacwd.org), 559-485-7353.

**Position available until filled**