

PINE COVE WATER DISTRICT  
CONSERVATION SPECIALIST/OFFICE ASSISTANT  
JOB DESCRIPTION

**JOB SUMMARY:**

Responsible for the District blog, including new ideas, stories, and articles, including but not limited to conservation. Filing, counter payments, phones, stuffing envelopes, as needed to assist office manager. Maintain a clean office which includes vacuuming, dusting, mopping, windows, etc. Perform related work as required by the Office Manager and/or General Manager. Maintain history album. Must be able to cover office hours when needed. Maintain customer email accounts. Good driving record. Willingness to attend trainings and seminars, as needed.

**KNOWLEDGE AND ABILITIES:**

Knowledge of modern office practices, procedures and filing systems; computer skills, including knowledge of Microsoft Office (Word, Excel, Publisher) helpful; knowledge of WordPress helpful; ability to effectively organize work; self-motivated; ability to perform a variety of clerical work efficiently and accurately; ability to deal tactfully and courteously with others within and outside the District, including employees, other officials, and the general public.

**PAY RATE**

Negotiable D.O.E.

Deadline for applications/resumes is 10/10/2025.