



# Office Specialist

## Temporary Opportunity

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Mission Springs Water District is currently searching for a temporary Office Assistant to support our Engineering Department.

**This position is through a third-party staffing agency.**

The Office Specialist will provide routine to moderately complex and responsible office support for the engineering department which include, but is not limited to: word processing, data entry and organization, purchase requisitioning, invoice creation and invoice processing, recordkeeping, report preparation, and filing.

The ideal candidate must be able to work independently and exercise good judgment and initiative.

### **QUALIFICATIONS:**

Possession of a high school diploma or G.E.D. required.

Minimum of two (2) years of increasingly responsible office administrative support work and recordkeeping.

This is a temporary (20 – 25 hours) a week position. Flexible schedule with mutual agreement.

**Salary:** \$24.84 - \$27.42