SEWERAGE COMMISSION - OROVILLE REGION

VACANCY ANNOUNCEMENT

The Sewerage Commission – Oroville Region (SC-OR) has a position open for an Administrative Assistant. The position encompasses all aspects of office management, with duties including but not limited to: Bookkeeping, secretarial, computer operations, human resources, receptionist and financial preparations.

The successful applicant must be a self-starter, able to work with minimal direction in a one-person office environment, detail-oriented, and able to multi-task. Must possess good time management skills, organizational skills, and have the ability to handle a wide variety of tasks and job demands, and complete them in a timely manner. Must be able to communicate effectively with other associates, managers, and consultants. Must have excellent phone skills and provide a pleasurable demeanor for the commission.

SC-OR is a public agency serving the greater Oroville area. The complete benefit package is available upon request. The first twelve months of employment will be a probationary period.

**Experience**: Minimum of 5-years serving in a position of Administrative Assistant or equivalent. In addition to basic bookkeeping skills, computer skills are required for the following computer programs: Microsoft Word, Excel and QuickBooks are a requirement. Applicants must possess a current valid California driver’s license.

Applications can be obtained at the SC-OR office or online at scorca.gov (Updates/Employment Opportunities). Submit resume and application to the SC-OR office at 2880 South 5th Avenue, Oroville, by mail to P.O. Box 1350, Oroville, 95965, or online @ scorca.gov. Resumes and applications must be received at the SC-OR office or by online submission no later than 4:30 p.m. on February 17, 2025.