



GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

Administrative Assistant (Part-Time, Non-Benefitted)

Hourly Rate: \$12-\$15 per hour DOE

Term: As soon as possible- June 30, 2017 (Contract)

Schedule: Up to 15 hours a week.

Flexible schedule between the hours of 8am to 5pm, Mon-Fri

General Description

The Administrative Assistant position is a part-time, non-benefitted position that will primarily work archiving historical research, documents, photographs, slides and video from work conducted by Great Basin Unified Air Pollution Control District on Owens Lake.

Scope of Work and Duties

Under general supervision, performs clerical support including:

- Scanning: Digitizes paper records, photographs, slides and other records under staff supervision
- Document Organization: create, compile and organize computerized files under staff supervision
- Digital Video Conversion: conversion of VHS tapes to digital files
- Perform other various routine clerical duties including filing, retrieving files, photocopying and shredding documents. Perform related duties as required.

Skills and Abilities

- Knowledge and experience with computers including Adobe Acrobat, Microsoft Word and Excel
- Knowledge of proper use of common office machines; automated office equipment including copiers, scanners, computers
- Ability to follow understand, follow and implement written or oral instructions
- Proficiency with correct English usage, grammar, punctuation and spelling
- Organizing and maintaining manual and digital filing systems.

Working Conditions

Basically an indoor desk job. Physical demands include occasional lifting up to 25 lbs., walking, some bending, stooping and squatting. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Works outside on an infrequent basis or on a regular basis for a short period of time.

Application Instructions

The application form and instructions may be found at www.gbuapcd.org/employment

Applications filing deadline: March 6, 2017 at 5:00pm.