



Paradise Recreation & Park District

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February 12, 2020

CANDIDATE POOL – ADMINISTRATIVE ASSISTANT I JOB ANNOUNCEMENT

*Come join our team to rebuild Paradise!
Unique opportunity in an innovative recreation and park district.*

**Administrative Assistant I Position (0.5 FTE)
Salary Range: \$17.10 to \$19.10 per hour DOE**

We are seeking to create a pool of candidates to serve as ambassadors for the District providing administrative assistance to our community members.

Duties may include:

- ***Routine clerical tasks such as greeting the public, answering phones, performing general office procedures***
- ***Front office receptionist duties***
- ***Assisting District staff with clerical assignments***
- ***Providing guidance to patrons relating to programs, events, and facilities offered by the District and assist with program registration and facility rentals***
- ***Balancing daily cash and preparing daily bank deposits***

Requirements and Qualifications:

Successful candidates will have appropriate education and experience. A combination of education and experience that provides the required knowledge, skills, and abilities is qualifying

- ***Knowledge of general office administration and procedures***
- ***Ability to work independently***
- ***Computer competency in Microsoft Office and ability to learn specialized registration software***
- ***High school diploma or equivalent. An Associate degree or equivalent in office administration, business, or related field is preferred***
- ***Minimum of two years administrative experience***

Complete job description and application available at www.paradiseprpd.com

Google Form Submission [Job Application](#)

FILING DEADLINE: April 15, 2020