



JOIN OUR OUTSTANDING TEAM OF PROFESSIONALS!

Placer County Water Agency encompasses the entire, 1,500-square-mile boundary of Placer County, ranging from the rim of the Sacramento Valley on the west to the Sierra Nevada and Lake Tahoe on the east. The Agency is headquartered in Auburn and carries out a broad range of responsibilities including water resource planning and management, retail and wholesale supply of irrigation water and drinking water, production of hydroelectric power and watershed stewardship across Placer County. We are seeking talented candidates to join our team for the position of:

ADMINISTRATIVE AIDE

\$5,063 - \$6,463 monthly, DOQ, plus excellent benefits

PCWA is seeking an engaged, motivated individual to join our Technical Services operation as the department's Administrative Aide. This person will provide, organize and coordinate administrative support functions for the department, including compiling, tracking and maintaining a variety of operational data and departmental records and files and supervising administrative support staff. Our ideal candidate will possess five years of increasingly responsible administrative support experience, preferably in a public agency, plus the equivalent of an Associate's degree in a closely related field.

Visit our website for detailed recruitment information and to complete the on-line application process: www.pcwa.net.

Applications must be received on/before Friday, May 12, 2023.

**Use your smart phone to scan this image
to be taken to PCWA's Careers page!**



PCWA is an Equal Opportunity Employer.