

SUNRIVER SERVICE DISTRICT

Posted May 12, 2017

JOB ANNOUNCEMENT: Administrative Assistant

The duties, responsibilities and other requirements of this position are set forth in the Sunriver Service District Part Time Administrative Assistant Job Description.

SALARY AND BENEFITS

This is an hourly position, and the starting wage shall be determined by qualifications. Wage range is \$18.91 per hour at Step 1 to \$25.90 per hour at Step 11. There are no benefits associated with this position and it is anticipated to be no more than 8 hours per week. The work is to be completed during normal business hours, but the schedule is very flexible.

The Sunriver Service District is an Equal Opportunity Employer. Military preference points are available to qualified veterans.

Drug testing is required prior to employment.

Applications and Job descriptions are located on the SSD website,  
[www.sunriversd.org](http://www.sunriversd.org)

Applications for the position must be submitted to the Sunriver Service District at PO Box 2108, Sunriver, Oregon 97707. Closing date is June 15, 2017.