The Santa Ana Watershed Project Authority (SAWPA) has one opening for an Administrative Assistant I / Administrative Assistant II.

The successful candidate will be appointed at the level based on qualifications and experience. If you enjoy working in a dynamic, transformative environment and are looking for an opportunity to become part of a stellar team of energetic and multi-talented professionals, we invite you to visit our website at http://www.sawpa.org/employment-opportunities/ for more information. SAWPA is a joint powers authority with five member agencies in Southern California and serves as a leader in 21st Century thinking and collaboration supporting integrated water resource planning within the Santa Ana River Watershed.

Exam Process
Applications will be competitively screened based on minimum qualifications of the position. Based on a review of the application materials, the most qualified candidates will be invited to participate in the examination process which may consist of an oral, written and practical examination or other appropriate job-related selection process.

Selection Process
Any candidate selected for hire will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by an agency-selected physician(s) before hire, and will be required to submit a verification of the legal right to work in the United States. After appointment, employees must satisfactorily complete a probationary period to be eligible for regular status. In accordance with the Immigration Reform and Control Act of 1986, all new employees must produce proof of eligibility to work in the United States within the first three (3) days of employment.

Proof of Education
Any successful candidate selected will be required to submit proof of education, certification, etc. (i.e., copy of diploma or college/university transcripts) set forth on the candidate’s submitted employment application. SAWPA reserves the right to request candidate provide copies certified by the issuing institution.

Application Procedure and Deadline
Applications must be received by 5:00 p.m. on Thursday, March 26, 2020. Applications accepted will be limited to the first 35 complete applications meeting the minimum qualifications. A fully completed, signed SAWPA employment application, cover letter and resume must be submitted in order to receive consideration. Interested applicants must submit to: jobs@sawpa.org or at SAWPA, Attn: Recruitments, 11615 Sterling Avenue, Riverside, CA 92503. Electronic submissions are encouraged; the email subject line should read: Admin Assistant I/II Position. Application changes or alterations cannot be accepted after the deadline, and no late applications will be considered. SAWPA reserves the right to reject all applications. All communications regarding this recruitment and the selection process will be via email. Do not call SAWPA regarding this recruitment. Applicants are responsible for checking their e-mail accounts frequently to obtain any correspondence associated with this recruitment, and for ensuring individual spam, junk, bulk and firewall settings have been updated. The email provided on the submitted application must be current; it is your responsibility to provide accurate information.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.