

**Administrative Assistant
Valley Water
Annual Salary \$68,161 - \$87,193 DOE/DOQ**

Our Mission: Provide Silicon Valley safe, clean water for a healthy life, environment and economy.

The Office of District Counsel seeks an Administrative Assistant to join and become a valued member of their team. The Office of District Counsel supports all legal matters for Santa Clara Valley Water (Valley Water), which is a public agency with an operating budget of \$523 million, a staff of over 850 employees, and provides water supply to nearly two million people in Santa Clara County. Join our team and enjoy an exciting career that offers a competitive salary, amazing benefits, and be a part of making a difference in our community!

THE DEPARTMENT & ORGANIZATION

The Office of District Counsel provides high quality, trustworthy and responsive legal counsel to the Valley Water in a manner that creatively assists in accomplishing the Valley Water's mission. With headquarters in San Jose, Valley Water provides water supply, enhances streams and watersheds through creek restoration and habitat protection, and provides flood protection for homes, schools, business and roadways. In addition, Valley Water partners with other agencies to provide trails and open space for the community.

Valley Water is a public agency with a current operating and capital budget of \$523 million, a staff of over 850 employees, and is governed by the Board of Directors which includes seven members, each elected by their district. Valley Water serves nearly two million people in Santa Clara County, which includes 15 cities and unincorporated areas. Valley Water manages 10 dams and surface water reservoirs, three water treatment plants, an advanced recycled water purification center, state-of-the-art water quality laboratory, nearly 400 acres of groundwater recharge ponds, and more than 275 miles of streams.

THE POSITION

To perform a variety of high level administrative, secretarial, and clerical duties in support of the Office of the District Counsel, comprised of District Counsel and three Senior Assistant District Counsels and three Assistant District Counsels. We are looking for an independent thinker, who can take initiative and work efficiently, sometimes with limited direction. We must have someone who understands the confidential legal/ethics environment in which we operate, and pays strong attention to detail, as a large part of the position requires incumbent to proof, edit, and finalize confidential legal documents before they are submitted, or presented in a public forum. We need a politically astute, professional, dependable, and excellent verbal and written communicator.

General duties for this position include: assembling and/or coordinating preparation of various documents of a technical and/or confidential nature; typing, proofreading, formatting, and initiating correspondence and other business documents; maintaining attorneys' calendars; scheduling conferences, seminars and meetings, including coordinating room setup and making travel arrangements; responding to requests for information on work status procedures and systems; maintaining workflow tracking logs; maintaining filing systems and records; assisting outside counsel with meeting coordination; screening telephone calls and assisting clients with inquiries; providing backup coverage for Executive Assistant. This is a designated "confidential" position.

THE IDEAL CANDIDATES will have:

- Three or more years work experience in a legal office or environment under the supervision of an attorney, or legal staff.
- Proficiency in Microsoft Office (Excel, Word, Outlook, Power Point) and Adobe.
- Experience managing multiple calendars, developing and manipulating spreadsheets, data entry and processing invoices.
- Worked with multiple business partners, outside counsel, and have experience preparing, organizing, tracking and routing high priority documents and files.
- Experience scheduling conferences/webinars, seminars and meetings, including coordinating room setup and making travel arrangements.
- Knowledge of accounting principles, processes, invoices, and procurement.
- Knowledge of the principles and practices of a legal office environment, including the legal-based ethics (confidentiality, office professionalism, and respect), and ability to manage confidential and sensitive matters with discretion and professionalism.
- Familiarity with discovery.
- Advanced experience with office administrative tasks and procedures.
- Ability to multi-task, focus, prioritize, and complete assigned tasks in a timely manner.
- Strong proofreading, formatting, and editing skills.
- Strong communication skills (both written and verbal), and customer service orientation.
- Attention to detail, and demonstrate professional demeanor.
- Ability to develop strong working/professional relationships with different managers, other staff throughout Valley Water, and external partners.

MINIMUM QUALIFICATIONS: Ideal Training and Education: Equivalent to the completion of the twelfth grade supplemented by training in administrative support work, desktop software or a related field.

Salary and Benefits: Annual Salary \$68,161 - \$87,193 – more detailed benefits information at:

<https://www.valleywater.org/classified-benefits-summary>

- **Retirement/Pension:** 2% at age 60 or 2% at age 62 based on provisions of the California Public Employees' Pension Reform Act of 2013 (PEPRA).
- **Health Insurance:** three medical plans: Blue Shield PPO, Blue Shield HMO and Kaiser HMO. Employees pay 15% of the monthly medical premium; Valley Water pays the remaining 85% of the medical premium.
- **Employee Assistance Program:** employee assistance program; Valley Water pays total premium cost for all employees and eligible dependents.
- **Dental Care:** Delta Dental is the dental care plan offered by the Valley Water and pays the total premium cost for all employees and eligible dependents.
- **Vision Care:** Vision Service Plan (VSP) is the vision coverage for individuals who chose either of the Blue Shield Plans, and Valley Water pays the total premium cost for all employees and eligible dependents. The vision coverage for Kaiser members is part of the Kaiser medical plan.
- **Other Insurance:** Basic life insurance and short- and long-term disability income protection for all employees is provided by Valley Water.
- **Deferred Comp:** Available to employees as an option and annual matching contributions by Valley Water per bargaining agreement.
- **Vacation:** accrue 10 days first year, 12 days second year, 16 days fifth year, 18 days 10th year, 21 days 15th year, and 22 days 20th year.
- **Leaves:** 3 days of bereavement leave; 24 hours of personal; up to 96 hours per year sick leave.

- **Holidays:** 12 designated days per calendar year.

THE COMMUNITY

Home to technology giants in Silicon Valley such as Google, Apple, Microsoft, Facebook, eBay, and more, Santa Clara Valley has earned the reputation around the world as the center of technology and innovation, as well as an ideal location to work, live and raise a family. Santa Clara County is roughly 50 miles south of San Francisco, 200 miles from Lake Tahoe, and 35 miles from Santa Cruz; the close proximity to beaches, mountains and city life provides a year-round calendar of great things to do including: surfing, festivals, concerts, theatre, snow and waterskiing, biking, hiking, fishing, and much more.

HOW TO APPLY: *for first consideration APPLY by April 15th at:*

- <https://wbrowncreative.com/job-board>

SAVE THE DATES: Interviews will be held April 24th

Please contact your recruiter, Wendi Brown, with any questions:

- wendi@wbrowncreative.com
- 866-929-WBCP (9227) toll free
- 541-664-0376 (direct)