



**SAN ANTONIO WATER COMPANY**  
139 N. Euclid Avenue, Upland, CA 91786  
[www.sawaterco.com](http://www.sawaterco.com)

## **Administrative Specialist**

Full-time, non-exempt position

**Deadline to submit applications: Monday, May 23, 2022, 4:00 p.m.**

### **SALARY AND BENEFITS**

**SALARY RANGE: \$24.69 - \$33.96 (hourly)**

- Medical, Dental, Life and Vision Insurance
- Vacation time, sick leave, holidays, personal days
- 9/80 work schedule
- 401(k) retirement package

### **POSITION CHARACTERISTICS:**

Under general supervision, the Administrative Specialist performs office, clerical and administrative support functions ranging in difficulty from routine to complex that require knowledge of policies, procedures and operations. Assigned work requires the knowledgeable application of administrative and customer service methods and techniques and solving routine to non-routine problems. The ideal candidate must exercise good judgment and maintain confidentiality regarding critical and sensitive information, be detail-oriented, possess strong written and verbal communication skills, ability to balance multiple priorities, work independently on projects, and perform accounts receivable processes.

### **APPLICATION PROCESS:**

Visit [www.sawaterco.com/employment](http://www.sawaterco.com/employment) for complete job description and employment application. Application can be completed and submitted to [kmitchell@sawaterco.com](mailto:kmitchell@sawaterco.com) or mailed to 139 N. Euclid Avenue, Upland, CA 91786, along with a resume (desirable).

### **REQUIRED QUALIFICATIONS:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities are listed below.

**Experience:** At least one year of progressively responsible office administrative support.

**Education/Training:** Graduation from high school or GED equivalent and college course work in office administration or bookkeeping; OR an equivalent combination of education, training and experience.

**License:** A valid Class C driver's license issued by the State of California and the ability to maintain insurability under the Company's insurance program.

**EXAMPLE OF JOB DUTIES:** Duties may include, but are not limited to, the following:

- Performs a wide variety of routine clerical work including filing, purchasing, and processing payments.
- Answers the telephone and assists the general public and Company staff.
- Receives, sorts and distributes incoming and outgoing correspondence and mail.
- Provides clerical and administrative support to the General Manager and the Assistant General Manager and other staff as assigned.
- Types and/or drafts board minutes, memoranda, correspondence, reports, agreements, other documents using word processing software.
- Administer projects including shareholder relations; oversees stock transfer process on behalf of the Company.
- Provide exceptional customer service to both internal and external customers.

A complete list of job duties can be found on our website at [www.sawaterco.com/employment](http://www.sawaterco.com/employment)

### **SPECIAL REQUIRMENTS:**

The position may be filled using a competitive examination process, which may consist of one or more of the following: personality test, interview(s), and/or performance test. A candidate selected for the position must successfully pass a pre-placement physical, which includes a drug and alcohol screening, and a criminal background check prior to employment.

**THE SAN ANTONIO WATER COMPANY (SAWCo)** is a historically established mutual water company incorporated in 1882 that has consistently provided water service to its shareholders. SAWCo shareholders include most residents of the unincorporated area of San Antonio Heights, the entities of Upland, Ontario, and Monte Vista Water District, local golf courses and rock product entities, and those few remaining grove irrigators within the original Village of Ontario area.

### **OUR CORE VALUES**

- High standards of business ethics and personal integrity.
- Personal growth through continuing education and certification.
- Respect for the dignity and importance of all members of staff and their contributions.
- Teamwork
- Cost effectiveness and efficiency.
- Safety
- Following through on our commitments.

### **OUR CORPORATE COMMITMENT**

“To provide our shareholders with reliable and good quality water service at a cost-effective rate.”

Our *Culture* is a team environment which provides customer service with a cooperative and collaborative approach and requires all employees pulling together with respect, and integrity.

**SAWCo is an Equal Opportunity Employer**