

EBMUD Careers

Tentative Opening: September 18, 2017

Senior Administrative Clerk

\$64,392—\$78,276 Annually, [Plus Excellent Benefits](#)

East Bay Municipal Utility District (EBMUD) Senior Administrative Clerk performs a variety of complex clerical and administrative duties, exercises a wide latitude of independent judgment within established guidelines, advanced skills in writing and number and data calculations and may provide lead direction to subordinate clerical assistants.

The most competitive candidate for this position will have:

- Knowledge of office practices procedures, techniques of filing and correct business English usage
- Skill in making arithmetic computation with speed and accuracy and typing at a rate of 45 words per minute
- Ability to quickly learn and apply specific complex or technical policies and procedures
- Ability to deal tactfully and effectively with the public and EBMUD personnel
- Ability to instruct, schedule and review the work of others

EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD is one of the largest independent water and wastewater utilities in the nation, supplying water and providing wastewater treatment for parts of Alameda and Contra Costa counties. Headquartered in Oakland, our mission is to provide reliable, high-quality services for our customers, to exercise responsible stewardship over the natural resources with which we are entrusted, and to protect the environment for future generations.

WEBSITE: www.ebmud.com/jobs

JOB HOTLINE: (510) 287-0742 for current job openings



JOB REQUIREMENTS

- Completion of the twelfth grade, or its equivalent,
- Two years of clerical experience at the journey level
- Some positions may require the possession of a valid California driver's license and a satisfactory driving record

Other Requirements:

- Must possess physical characteristics to perform the critical and important duties of the class.
- Some positions may require the ability to lift materials up to 30 lbs.
- Must be willing to work overtime as needed.

HIRING PROCESS

Once this recruitment opens, online application materials will be reviewed and the most competitive applicants will be invited.

Interested applicants should follow the instructions on the following page to register for upcoming job opportunities and proceed to create an applicant profile. Once this job is officially open for applications, you may actively apply through the Jobs page on www.ebmud.com/jobs.

EQUAL OPPORTUNITY EMPLOYER

EBMUD is an equal opportunity employer and strongly encourages qualified women, minorities, veterans and individuals with disabilities to apply for job opportunities.

EBMUD staff maintains ongoing partnerships with local community college skilled trades training programs to attract qualified diverse student graduates for EBMUD jobs.

Interested applicants should follow the instructions on how to register for upcoming job opportunities and proceed to create an applicant profile. Once this job is officially open for applications, you may actively apply on www.ebmud.com/jobs.

REGISTER FOR JOB OPPORTUNITIES

To receive an email when EBMUD has job opportunities, go to www.ebmud.com/jobs. Click on “[Job Resources](#)”, then click “[Job Descriptions and Salary Information](#)” to review jobs you may be interested in. Click on “Email me when jobs like this become available” and fill out an online job interest card. Use the search function to help you find specific EBMUD job titles.

CREATE YOUR PROFILE

Go to www.ebmud.com/jobs to register and create an online applicant account. Registration is free. Click on “[Applicant Registration and Login](#)” link.

Once you have created your account, enter your personal information and work experience. Creating your account will save your information which saves you time when you apply for employment.

APPLY FOR EMPLOYMENT

Check www.ebmud.com/jobs/job-opportunities/ to see current posted exams for which you can apply. Only online applications are accepted for EBMUD jobs, and applications are only accepted when EBMUD posts an opening for a job.

EXCELLENT BENEFITS

EBMUD values its employees and maintains [competitive pay](#) and [benefits](#), provides meaningful and challenging work, maintains a safe, well-equipped workplace, uses current technologies, encourages innovation, implements organizational practices that value employee contributions, encourages learning, and promotes employee wellness and work/life balance.

EBMUD full time employees are eligible for fully paid Kaiser medical coverage, Delta Dental Plan, Vision Service Plan, Flexible Spending Account and Retirement plan.

EBMUD will reimburse employees 100% of tuition and textbook cost upon satisfactory completion of an approved course to the maximum amount of \$3,500 per fiscal year.

EBMUD provides employees 12 days vacation, 13 days of paid sick leave, 13 holidays plus 2 floating holidays annually.