



# Sunnyslope County Water District

3570 Airline Highway, Hollister, CA 95023-9702 ♦ (831) 637-4670 ♦ [www.sunnyslopewater.org](http://www.sunnyslopewater.org)

July 12, 2021

## Job Announcement

**ANNOUNCING RECRUITMENT OPPORTUNITY FOR:**

### **Executive Assistant – Confidential**

\$5,213.63 - \$6,654.06/mo \*

Application and Job Announcement Available on Website or Upon Request

<https://sscwd.specialdistrict.org/job-openings> or

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- ❑ Application Deadline:
  - ◆ July 20, 2021 or Until Filled
- ❑ The following information must be submitted:
  - ◆ District Employment Application
  - ◆ Responses to Supplemental Questionnaire
- ❑ Resumés will be accepted as *supplemental information* only.
- ❑ No facsimile's or photocopied applications accepted.
- ❑ Anticipated Pre-Employment process includes:
  - ◆ Oral Interview & Exam
  - ◆ Background Information Check
  - ◆ Driving Record Check
  - ◆ Drug and Alcohol Screening