

# Tehama-Colusa Canal Authority

Willows Headquarters  
5513 State Highway 162/ P. O. Box 1025  
Willows, CA 95988  
Phone: (530) 934.2125  
Fax: (530) 934.2355

Job Opening – Administrative Assistant (Part Time)  
Job Location- 5513 Highway 162, Willows, CA 95988

**Opening Date: February 4, 2025**

**Closing Date: February 28, 2025** or until filled

[Interested applicants encouraged to apply promptly, applications will be reviewed and acted upon as received]

Starting Salary Range: \$23.00-\$26.00 DOE (3 to 5 years' experience)

Benefits: Per TCCA Policy [More information provided if selected for interview]

**Please contact Lisa Dicharry or TCCA website [www.tccanal.com](http://www.tccanal.com) for a Job Application**

**Resume and Letter of Interest Submittal:**

E-mail: [ldicharry@tccanal.com](mailto:ldicharry@tccanal.com)

Phone: (530) 934-2125

**Job Description:** Under the direction of the Administrative Officer with a minimum of supervision:

- Assists with processing accounts receivables, accounts payable and payroll;
- Assists as Authority purchasing agent in purchasing materials and supplies, preparing specifications and bid packages and audit/maintenance of inventories;
- Performs a wide variety of routine and special assignments as directed by the Administrative Officer, General Manager, Operations Superintendent and/or Red Bluff Supervisor;
- Works with sensitive or confidential information and maintain confidential files;
- Prepares correspondence, special reports, sorts and distributes mail, acts as receptionist and performs all other commonly accepted routine and difficult secretarial duties and other duties as assigned;
- Prepares semi-annual TCCA newsletters, maintains and updates the company website.

## Qualifications

- High school diploma with business emphasis, or the equivalency thereof.
- Knowledge of basic math.
- Knowledge of elementary accounting principles.
- Ability to accurately type at a minimum speed of 40 words per minute.
- Ability to proficiently operate 10-key adding machine.
- Ability to proficiently work with software in the Microsoft Office Suite of programs (Word, Excel & Power Point) and Adobe Acrobat.
- Three to Five years' experience in office administration.
- Valid California driver license and satisfactory driving record.

## Essential Job Duties

- A. **Task:** Typing correspondence, legal documents, forms, etc.; operates adding machine, FAX machine, mail opening machine, stapler, copy machine, hole punch.

Physical Demand: Sitting; standing; close vision; use of hands to finger, handle, or feel objects, tools or controls.

- B. **Task:** Assistance of and interaction with customers, vendors, contractors, consultants, etc., in office, by telephone and newsletter.

Physical Demand: Sitting; standing; walking; kneeling; stooping; bending; squatting; close vision; speaking; hearing; use of hands to write, type and use telephone.

- C. **Task:** Filing.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

## Environmental Demands

**Outside:** Seldom, if ever, works outside.

**Inside:** Almost always works indoors in temperature-controlled environment.

**Fumes/Gases:** Exposure to various fumes/dust from printing cartridges.

**Noise/Vibration:** Office machines.

## Mental Requirements

**Reading:** Reads letters, reports, memos, messages, complex financial documents, and operating manuals for office equipment.

**Writing:** Writes reports, letters, memos, and messages; fills out forms and documents.

**Math:** Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Attention to Detail:** High-level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.

**Repetition:** Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

**Judgment:** Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.

**Social Skills:** Ability to relate cooperatively with members of the public, and Authority personnel.

**Communication Skills:** Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.

**Safety:** Combines good judgement, attention to detail, and situational awareness to conduct work duties in a safe manner for self and others.