

On-Call Office Assistant Position Open:

On-Call Office Assistant wanted at the Gold Mountain Community Services District 10 to 15 hours per week depending on need. Must be Knowledgeable in QuickBooks & Excel. Possess good verbal and written communication skills. \$16 to \$18 per hour. Offer of employment is contingent upon passing a drug screening test. Excellent position in the office administration field with a growing district in the Sierras near Reno. You may obtain further information by doing one of the following: Visiting the district website at goldmountainhoacsd.org under working with the CSD; or by emailing; goldmtncsd@sbcglobal.net