



COVINA IRRIGATING COMPANY

INVITES APPLICATIONS FOR THE POSITION OF:

ADMINISTRATIVE ASSISTANT

**SALARY: DEPENDENT ON QUALIFICATIONS
EXCELLENT BENEFITS**

OPENING DATE : MARCH 24, 2023

CLOSING DATE : UNTIL FILLED

EMAIL, MAIL OR DELIVER APPLICATION AND RESUME TO:

CIC@CICH20.COM

146 E. COLLEGE STREET, COVINA CA, 91723

COVINA IRRIGATING COMPANY

ADMINISTRATIVE ASSISTANT

DEFINITION

This position requires a variety of professional, administrative, and analytical assignments for the President, Board of Directors, and Field Personnel, including, but not limited to assisting in implementing the goals, objectives, policies, and programs of the Company. Provides research and analysis of a variety of procedure and policy issues and prepares necessary correspondence on findings and recommendations. Is involved in the development, administration, and coordination of assigned projects and programs and would also be responsible for the general record keeping of the Company.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the President/CEO and Field Personnel.
- Acts as support staff to field related tasks, projects, or research.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible and confidential duties in support of the President/CEO and the Board of Directors; respond to requests and provide information; interpret and apply Company policies and procedures.
- Develop memos and gather information for Board portfolios; prepare agendas for Board and committee meetings.
- Complete special projects involving research and preparation of information to be used in special projects and reports as may be requested by field personnel.
- Conduct a variety of routine accounting functions including but not limited to Payroll, Accounts Payable and Accounts Receivable procedures, assists with the annual development of the budget, and the accuracy of such functions.
- Responsible for providing all of the necessary information and backup documentation to the Company accountant and various other related tasks.
- Responsible for working with and providing the necessary information to the health benefit insurance brokers on an annual basis to review current benefit plans, and present findings.
- Responsible for adhering to and complying with time requirements for all applicable local, state, and federal requests for payment of employer's taxes and associated forms.
- Attend Board meetings; take accurate notes maintain records of all resolutions, motions passed or adopted by the Board, record and maintain Board minutes.
- Responsible for coordinating all activities associated with the Annual Shareholders Meeting.
- Responsible for maintaining all office equipment (computers, copiers, etc.).
- Independently respond to letters and general correspondence either written or by phone.
- Responsible for the purchase of all office supplies.
- Initiate and maintain files and records for Board members and staff.
- Recommend administrative policies and procedures and organizational or procedural changes.
- Perform related duties as may be assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Effective business communications and English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and computer equipment.
- Accounting and bookkeeping practices, including record keeping, budgeting and finance, are highly desirable.
- Research and reporting methods, techniques, and procedures.

ABILITY TO:

- Interpret and apply administrative policies, procedures, laws, and regulations.
- Work cooperatively with Board Members, President, staff, shareholders and outside agencies.
- Perform responsible and difficult administrative support functions involving the use of independent judgment and personal initiative.
- Perform general accounting principles including but not limited to payroll procedures and employer tax filing requirements to state and federal agencies. Work effectively with the Company Accountant in providing information for audited financial statements.
- Understand the organization and operation of the Company and of outside agencies as necessary to perform assigned responsibilities.
- Develop concepts and design specific methods and techniques to improve internal communications and administrative functions.
- Compile and maintain complex and extensive records and prepare routine reports.
- Demonstrate acute organizational skills.
- Maintain confidential data and information for Board and President of the Company.
- Independently prepare correspondence and memorandums.
- Self-motivated capable of working independently in the absence of supervision.
- Operate and use modern office equipment including various computer software programs.
- Type at a speed necessary for successful job performance.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative/working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience, education, and training, which would likely provide the minimum basic knowledge and abilities to meet the qualifications. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible secretarial, clerical, and finance experience, preferably with a water agency.

Education/Training:

Equivalent to completion of a community college A.A. Degree in Business Administration or related field preferred.

Bachelor's degree in accounting, Business Administration or related field from an accredited college or university is highly desirable.

LICENSE OR CERTIFICATIONS

Possession of, or ability to obtain, a valid California driver's license.
Notary Public Certification not required but highly desirable.

COVINA IRRIGATING COMPANY



146 E College Street, Covina, CA 91723
626-332-1502 cic@cich2o.com

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

(PLEASE PRINT)

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number - Home <input type="checkbox"/>		Cell <input type="checkbox"/>	E-Mail Address		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work.

Yes No

Are you currently employed?

Yes No

May we contact your present employer

Yes No

Can you submit verification of your right to work in the U.S.?

Proof of citizenship or immigration status will be required upon employment.

Yes No

On what date would you be available to work? _____

Are you available to work: Full Time Part Time

Within the last two years, have you been convicted of a felony for which the record has not been judicially expunged, sealed, or eradicated?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Telephone Number(s)		Starting	Final	
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Telephone Number(s)		Starting	Final	
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)		Hourly Rate/Salary		
Telephone Number(s)		Starting	Final	
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

Education

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held <i>You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status:</i>

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Have you ever had any job-related training in the United States military? Yes No

If yes, please describe: _____

Do you have any physical condition or handicap which may limit your ability to perform the job for which you have applied? Yes No If yes, what can be done to accommodate your limitation? _____

Applicant's Statement

READ THIS STATEMENT BEFORE SIGNING BELOW

I certify that the answers and responses given on this application are true and complete to the best of my knowledge. I have not knowingly withheld any information requested or not requested, which, if disclosed, might affect my application unfavorably. I understand that false or misleading statements on this application, or omissions, may result in me being discharged whenever they may be discovered.

I authorize investigation of all statements, answers and responses I have made on this application and will cooperate with you in obtaining information from previous employers about my qualifications for the job(s) for which I am applying. I agree to hold my former employers and other persons harmless on account of furnishing or verifying information related to this job application.

I also agree that you may give information about me to future employers who may inquire about my work record and experience with you. Such information would include a transcript of my personnel record, information as to my ability and job performance and the cause of my leaving your employment. I release you from any and all liability for damages related in any way to your furnishing such information.

Covina Irrigating Company is hereby authorized to make any investigations of my prior educational and employment history along with a background check and driving record report.

I understand this application is not and is not intended to be a contract of employment. This application is not an offer of employment and is not a complete list of the terms and conditions that affect employment with Covina Irrigating Company. Persons selected for employment will be required to pass a medical examination, which includes drug screening. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process. If I am offered and accept a job with you, and unless we otherwise agree in writing, I understand that my employment status will be that of an "introductory" employee and may be terminated by either of us with or without cause for a period of twelve months, after which time I will have the opportunity to be classified as a "regular" employee of Covina Irrigating Company. I further agree that, if employed by you, I will be required to abide by all your rules and regulations regarding employment, whether written or oral, as they may now exist or as you may change them at any time in the future.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature of Applicant

Date