



ADMINISTRATIVE ASSISTANT

Salary Range: \$30.19 - \$42.27/hour

Application Deadline: May 14, 2026 at 4:00 p.m.

Lassen Municipal Utility District ("LMUD") is seeking qualified applicants for the position of **Administrative Assistant**.

This position will perform administrative support including general office, clerical, and secretarial work. Successful candidate will possess a high degree of accuracy and attention to detail, and must have extensive knowledge of standard office practices, including, but not limited to, business letter writing, record keeping, report preparation, filing methods, basic budgetary principles and business arithmetic. Must be proficient in the use of Microsoft Office, particularly Outlook, Excel and Word. Must be able to work independently and exercise sound judgment and initiative; prepare confidential and non-confidential reports and correspondence as delegated; possess excellent communication skills, both oral and written; be highly organized and able to manage several projects simultaneously; and utilize standard office equipment in the completion of duties. Must be able to maintain confidentiality in all matters as necessary.

Requirements:

- A High School Diploma or equivalent is required.
- A minimum of two years of similar work experience is highly desirable.
- Must possess (or be able to obtain) a valid Driver's License (Class C) from the CA Department of Motor Vehicles.

A pre-employment physical and drug test will be required.

This is a full-time position with a comprehensive benefit package.

Interested individuals must submit an LMUD Employment Application and a Current Resume to:

Attn: Human Resources
Lassen Municipal Utility District
65 S. Roop Street
Susanville, CA 96130

LMUD Employment Applications and a complete job description may be obtained from our website at www.lmud.org or from the District Office at 65 South Roop Street, Susanville, CA, 96130.

Application Deadline is 4:00 p.m. on Thursday, May 14, 2026