

Date: October 25, 2023

To: All Employees

From: Jennie Stowell, Human Resources

Subject: POSITION OPENING – Risk Assistant, Secretary

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There is an opening for Risk Assistant, Secretary in the Administration Department (specifically Insurance, Legal and Safety). The position is full time and work hours are 8:00 a.m. – 4:30 p.m., Monday - Friday. The starting hourly rate is \$27.54. The position is not covered by collective bargaining agreement.

This position will be the first point of contact for insurance certificates provided to OCWA and those OCWA issues to other agencies. It will include coordinating record keeping for the liability insurance portfolio and assisting with policy renewal. Additional administrative duties will be assigned as needed, including but not limited to maintaining physical and data records, assisting with the preparation of safety and legal documents, and assisting with preparation for meetings and events.

Minimum qualifications include:

- Two years experience in an administrative support role
- Proficient in Microsoft suite – particularly Excel, Word and Outlook
- Experience with project management
- Must be able to work independently, with direction from senior management
- Demonstrated accuracy and thoroughness along with ability to monitor work to ensure quality

The Civil Service job description is attached. This position will be posted internally and externally until filled.

For more information on job specifications and civil service exams, please visit: [www.ongov.net](http://www.ongov.net)

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