

OFFICE ASSISTANT - Coachella Valley Association of Governments (CVAG) - (Position grade: \$47,512 - \$57,473 annually, plus a generous paid benefits package including PPO/HMO.) Responsibilities include, but not limited to: serve as receptionist, assist all staff around the office with items such as telephone call retrieval and overseeing collection of relevant agencywide documentation as needed, represent the agency as a public liaison, assist in maintain personnel files and other sensitive data, perform a wide variety of typing, computer-based and clerical duties under the supervision of the Management Analyst - Administration. Will consider part-time applicants, in-office work required.

REQUIREMENTS: Equivalent to or completion of high school, supplemented by 5 years progressive clerical duties and/or personnel assistance experience. Ability to speak Spanish is desirable. **APPLY BY:** 5 p.m. on May 18, 2022. **CVAG application, resume and cover letter required.** Applications and full job description may be obtained at: www.cvag.org or at: CVAG, 73-710 Fred Waring Dr., Ste. 200, Palm Desert, CA 92260 or by calling (760) 346-1127.