FRESNO MOSQUITO AND VECTOR CONTROL DISTRICT

SEASONAL OFFICE ASSISTANT

Position Type: Seasonal / Part-Time (Non-Exempt)
Compensation: $22.00 per hour
Schedule Requirements: Monday through Friday, 9:00 AM to 1:00 PM (4 hours per day)
Projected Seasonal Term: Beginning April 2027 *(Duration dependent on active seasonal operations and District needs)*

Position Overview & Future Potential
Under the direction of the Office Manager, the Seasonal Office Assistant provides vital frontline customer communications, clerical assistance, and general office support during the active seasonal term to ensure efficient daily District office operations. Complete operational training will be provided for all specialized District phone and scheduling software unknown to the selected candidate. This role is strictly seasonal and temporary in nature.

Please note: Employment with the District remains "at will" at all times, meaning either the employee or the District may terminate the employment relationship at any time, with or without cause or advance notice.

POSITION STANDARDS & EVALUATION

- **Attendance Stability:** The primary metric for this position's performance evaluation is strict attendance and schedule adherence. Because this role covers business-critical seasonal operations during compressed hours, the employee is expected to maintain uncompromised attendance and not miss any scheduled work, aside from legally protected statutory leave. Reliable, daily physical presence is an essential function of this job.
- **Seasonal Availability:** The employee is expected to maintain consistent availability throughout the active seasonal timeframe. The District recognizes the need for personal time off; however, any requested time off during the active season must be submitted well in advance for management review and will be coordinated to ensure no disruption to mandatory District office coverage.

BENEFITS & PAID LEAVE

- **Sick Leave:** Employees will accrue paid sick leave up to 40 hours per year in accordance with District guidelines and California labor standards (Healthy Workplaces, Healthy Families Act).

- **Paid Holidays:** Eligibility for District-paid holidays per active District policy.

EXAMPLES OF DUTIES

- **Customer Support:** Acts as District receptionist by answering phones, screening callers, routing visitors, and accurately scheduling or conveying service requests. Manages difficult or emotional customer situations with professionalism and empathy.
- **Clerical Support:** Performs daily administrative tasks including filing documents and scanning records to ensure organized and accurate record retention.
- **General Office & Breakroom Maintenance:** Maintains a clean and orderly work environment by performing general office cleanup, which includes vacuuming and dusting. Responsible for cleaning breakroom equipment and checking the refrigerator to empty expired items.

MINIMUM QUALIFICATIONS

- **Age/Education:** Must be at least 18 years of age and possess a high school diploma or equivalent.
- **Language Skills:** Proficient in reading and writing the English language. Bilingual language skills (Spanish) are highly desirable.
- **Technical Skills:** Possession of a valid typing certificate demonstrating a minimum net typing speed of 45 WPM is preferred. Familiarity with Microsoft Word, Excel, Outlook, and the ability to operate copiers, scanners, and standard office equipment.
- **Physical Requirements:** Ability to safely lift and carry up to 40 pounds.
- **Core Competencies:** Ability to work independently, cooperate effectively with others, and exercise excellent judgment. Must be safety-conscious and capable of rapidly learning specialized office, reception, and maintenance routines.
- **Screening:** Must successfully pass a LiveScan background check.