



# JOB POSTING

## DISTRICT SECRETARY

LAKE HEMET MUNICIPAL WATER DISTRICT

APPLY  
NOW

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JOB TITLE:	District Secretary	Position Type: Full-Time / Regular
DIVISION:	General Manager's Office	
<u>SALARY RANGE:</u>	Range 16.5: \$43.22 - \$57.96 Hourly; \$7,492.00 - \$10,046.00 Monthly	
OPENING DATE:	Wednesday, July 17, 2025	
CLOSING: (Date / Time)	Thursday, July 31, 2025, at 5:00 PM (This recruitment may remain open until filled.)	

[CLICK HERE TO VIEW BENEFITS](#)

Lake Hemet Municipal Water District is looking for a dynamic and detail-driven **District Secretary** to serve as a key collaborator in supporting executive leadership and the Board of Directors. This is more than an administrative role — it's a vital position at the intersection of governance, communication, and public service.

The ideal candidate is a confident communicator, exceptionally organized, and committed to integrity and discretion. They thrive in a fast-paced, highly visible environment where accuracy and professionalism matter. This person will have a talent for managing competing priorities, preparing agendas and minutes with precision, and maintaining a calm, composed presence during public meetings.

### CLASS DEFINITION:

To provide highly skilled and responsible secretarial and administrative support to the District's General Manager, the executive management team and the Board of Directors; to serve as official Clerk of the District, posting time and location of Board meetings in compliance with the requirements of the Brown Act, transcribing, typing and posting approved meeting minutes and making District records available to auditors, the public and other interested parties upon request and as appropriate; to assist with customer service inquiries requiring a thorough knowledge of District programs, services, policies and procedures; and to perform related duties as required.

### SUPERVISION RECEIVED:

Receives minimal supervision from the General Manager within a framework of broad District policies and procedures.

## **SUPERVISION EXERCISED:**

Incumbents in this classification do not exercise supervision over others but may provide training and direction on functions and processes as directed.

## **EXAMPLE OF ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Serve as receptionist for the General Manager and members of the management team; take, direct and/or respond to calls; screen inquiries; take messages; schedule appointments and answer questions requiring a thorough knowledge of District policies and procedures.
- Type a variety of forms, schedules, reports, lists, general correspondence, reports, charts, graphs, and statistics.
- Compose routine and non-routine correspondence requiring use of independence and judgment based upon knowledge of the functions and operations of the office; coordinate flow of correspondence and other materials; process confidential information.
- Compile and analyze information from a variety of narrative and statistical reports; locate sources of information; determine proper format for finished report; prepare reports from conducted research.
- Relieve General Manager of administrative details, such as arranging meetings, contacting others to obtain or relay information; compiling information; planning itineraries and making travel arrangements; and interpreting policies, rules and practices for other District employees, the public and other jurisdictions.
- Develop Board agendas by compiling issues pending for further input, review and discussion and gathering information from members of the executive team; publicly post time and location of Board meetings in compliance with the Brown Act.
- Attend Board and other meetings; take and transcribe meeting minutes using discretion as to content; publicize Board minutes, once approved, for public distribution.
- Coordinate the signing of accounts payable checks by the General Manager or a Board Member and co-sign checks to authorize distribution.
- Develop electronic and paper filing systems for record storage and retrieval; maintain District inventory records for insurance purposes.
- Coordinate District elections, hearings, ballots, ordinances, and resolutions.
- Coordinate with District Counsel regarding laws, forms, procedures, and document review.
- Track and meet deadlines for a variety of purposes including notices, agendas, reports, training and other commitments.

## **EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

- Assist other positions or work units with a variety of support assignments or special projects on an as needed basis.
- Serve as Notary for the District and staff.
- Perform other job-related duties as required.

## **EMPLOYMENT STANDARDS:**

### **Education and Experience Guidelines:**

Any combination of education and experience that provides the desired competency, which typically requires an Associate degree or equivalent in business or public administration or a related field and a minimum of two years of responsible administrative secretarial and clerical work. Additional professional level experience may be substituted for the education requirement on a year-to-year basis.

### **Knowledge of:**

- Comprehensive knowledge of business English grammar, spelling, punctuation, and syntax.
- Principles and methods of business correspondence.
- Business telephone etiquette.
- General operation and practices of an administrative office.
- Business math.
- Modern supervisory practices and principles.
- Record keeping methods.
- Personal computers and various software applications.
- District programs, services, policies and procedures.
- Laws regarding public meetings, elections, records, and reports.

### **Ability to:**

- Exercise discretion and maintain confidentiality.
- Represent the District using good judgment, tact, poise and diplomacy.
- Communicate clearly and concisely, both orally and in writing.
- Read, understand and apply complex materials.
- Proofread and detect errors in typing, spelling, grammar, syntax and punctuation.
- Maintain and modify filing systems.
- Independently plan and organize work to meet deadlines.
- Plan and carry-out difficult administrative and secretarial assignments.
- Select, supervise, train and evaluate staff.
- Establish and maintain effective professional and confidential relationships established in the course of work.
- Operate a personal computer and other standard office equipment.
- Perform essential duties of the job without causing harm to self or others.

### **Certification Required:**

- Possession of a Notary Public commission from the state of California at or within 120 days of hire.

## **WORKING CONDITIONS:**

### **Environmental Conditions:**

Essential duties of this position are performed in a controlled temperature, dynamic office environment. Incumbent works closely with District management, staff, and counsel, the Board of Directors, individuals conducting business with the District and members of the general public in the performance of assigned duties and responsibilities.

### **Physical Conditions:**

Work is performed in an environment of frequent interruptions requiring maintenance of attention to detail. Essential duties of the job necessitate prolonged periods of sitting in meetings and while viewing data on a CRT screen; requires finger and hand dexterity for extensive use of a personal computer, typewriter, telephone, and other office equipment; and requires the ability to read and communicate effectively with others; to reach, push, pull and grasp files and folders and other items and to stand and walk on a daily basis.

**OTHER:**

**FLSA STATUS:** Exempt

**UNIT DESIGNATION:** Confidential Administrative

**SELECTION PROCESS:**

Complete applications will be reviewed, and the most qualified candidates will be invited to continue in the selection process. The selection process may include an oral board interview and skills assessment test for a thorough evaluation of job-related qualifications. Candidates who successfully complete the selection process will be placed on an eligibility list. Selection to this classification will be made from the eligible list.

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to the job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

CANDIDATES WHO REQUIRE REASONABLE ACCOMMODATION(S) SHOULD STATE THEIR NEEDS IN WRITING WHEN SUBMITTING AN APPLICATION.

THE TERMS IN THIS POSTING DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY CONDITION CONTAINED IN THIS POSTING MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

**EMPLOYMENT APPLICATION CAN BE FOUND AT LINK BELOW, OR SCAN TO ACCESS APPLICATION**

[https://www.lhmwd.org/files/Application%20Template%20\(Final\).pdf](https://www.lhmwd.org/files/Application%20Template%20(Final).pdf)



**To submit your application:**

You can email your completed application and associated materials to Jorge Torres, at [Jtorres@lhmwd.org](mailto:Jtorres@lhmwd.org), or you may personally deliver your documents at the Human Resources office, at:

Attn. Human Resources Department  
26385 Fairview Ave  
Hemet, CA 92544-0039

**Complete application must be submitted by Thursday, July 31, 2025, at 5:00 PM to be considered.**  
**(This recruitment may remain open until filled.)**