

RAMONA MUNICIPAL WATER DISTRICT IS SEEKING A PART-TIME CLERK - CUSTOMER SERVICE

APPLICATION DEADLINE: OPEN UNTIL FILLED

(FIRST REVIEW DATE: WEDNESDAY, AUGUST 9, 2017)



**Ramona Municipal
Water District**
105 Earlham St.
Ramona, CA 92065

Ph 760-789-1330
Fax 760-788-2202

www.rmwd.org

The Ramona Municipal Water District (RMWD) provides water, sewer, recycled water, fire protection, emergency medical services and park services to the Community of Ramona. The District's boundaries encompass 75 square miles with a population of roughly 40,000 people in the unincorporated area of San Diego County. The District's five member Board and workforce of approximately 50 employees are dedicated to serving the community and are actively seeking a highly motivated individual to join the team!

What the Position Does

Under direct supervision, provides staff assistance in a variety of general clerical accounting duties involved with the billing and collection of District water bills; and performs related work as required.

Minimum Qualifications

- Responsible clerical experience involving accuracy and detail orientation is qualifying.
- High school diploma or equivalent.
- Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Pay

\$16.19 per hour (up to 20 hours per week, no benefits)

Normal Hours of Work

Office is open Monday through Friday, 7:30 a.m. - 4:00 p.m.

To Apply

A fully completed District application and supplemental questionnaire are required for this position. These documents can be found at the District office and on the District's website at: www.rmwd.org. Be sure to carefully review and complete all required forms and provide a valid phone number and email address.

Please mail or deliver your application package by the deadline above to:

Ramona Municipal Water District
Administrative Services Department
105 Earlham Street
Ramona, CA 92065

The District does not accept electronic, faxed or postmarked application packages.

Selection Process

All application materials will be evaluated and the most highly qualified will be invited to continue in the selection process, which may consist of an oral and/or written examination or other appropriate testing devices. The initial screening process may take up to (3) weeks from the closing date to complete. To be notified of your application status upon completion of this process, the optional *Status of Application* form must be complete and included with your submitted application packet.

Background Check/Medical Exam

All offers of employment are contingent on passing an extensive background check which includes a DMV record review and criminal background check. A medical examination, along with a drug and alcohol screening, may also be required. Positions subject to the Department of Transportation (DOT) regulations will be subject to DOT pre-employment drug testing and random drug and alcohol testing.

Questions?

Contact the District office at 760-789-1330.

Ramona Municipal Water District does not discriminate on the basis of disability. If you are disabled and need an accommodation to participate in the testing and interview process, please notify us immediately.

The provisions of this announcement do not constitute an expressed or implied contract, and may be modified or revoked without notice.

- An Equal Opportunity Employer -

Date Posted: 7/24/17