

PART-TIME CLERK

JOB SUMMARY

Under direct supervision, performs a variety of general clerical duties in support of the Administrative Services department; maintains records; and performs other related clerical duties as assigned.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Assists in the assembly and distribution of agenda packets.
- Updates and maintains mailing lists for the distribution of agenda and minutes, other agencies, the public and press.
- Processes documents generated by Board action; copies and distributes policy changes and/or updates.
- Creates, combines, indexes, bookmarks and links Board meeting agendas and minutes into electronic format for easy reference.
- Performs a variety of basic clerical duties including organizing and maintaining files, scanning documents, preparing copies, checking and recording information.
- Operates office equipment and machines, including computers, copiers, binding machines, facsimile machines, and postage machine.
- Types and proofreads a variety of documents including reports, memoranda, agendas and spreadsheets.
- Assists in maintaining calendars for General Manager and Board of Director activities.
- May assist in coordinating meeting logistics, including facilities and set up.
- Distributes incoming mail; processes outgoing mail; and may deliver mail to the post office.
- Provides assistance to other departments, based on District priorities.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern office practices and procedures.
- Computer terminal operating techniques and word processing methods.
- Record keeping procedures.
- Proper English usage, spelling, grammar and punctuation.

Ability to:

- Perform basic clerical work with a high attention to detail and accuracy.
- Operate standard office machines including: typewriters, copiers, scanners and binding machines.
- Operate a personal computer using word processing, spreadsheet and other business software.
- Maintain sensitive and confidential information.

- Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations, including interactions with concerned or upset individuals.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Communicate effectively with supervisor.
- Work collaboratively in a work team environment.
- Operate a keyboard accurately at a speed necessary to meet the requirements of the position.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: A minimum of one year of responsible clerical experience requiring accuracy and attention to detail is qualifying.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance.

Licenses and Certificates:

Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

OTHER REQUIREMENTS

Must be at least 18 years of age at the time of employment.

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