

## **PART-TIME CLERK**

### **JOB SUMMARY**

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 other related duties as assigned.

### **EXAMPLES OF DUTIES**

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

- Responds to customer requests in person, by telephone, mail, and fax; records information in customer account records.
- Sorts, inputs, and balances cash receipts.
- Picks up and delivers mail to the post office; picks up mail from the drop box; various banking duties.
- Performs a variety of basic clerical duties including filing, scanning documents, checking and recording information on customer records.
- Completes change orders, work orders, and rereads.
- Posts a wide assortment of information to records.
- Performs routine data entry.
- Makes and receives telephone calls.
- Assists other departments with various clerical functions.
- Makes photocopies and binds reports.
- Compiles and mails owner/tenant packets.
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### Knowledge of:

- Modern office practices and procedures.
- Simple record keeping methods.
- Basic arithmetic.
- Basic telephone etiquette techniques in customer service.

#### Ability to:

- Perform basic clerical work.
- Operate standard office machines including: calculators, typewriters, scanners and binding machines.
- Understand and carry out oral and written instructions.
- Learn to operate District software applications.
- Establish and maintain effective relationships with those contacted in the course of work.

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: Responsible clerical experience involving accuracy and detail orientation 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, or due to turn 18 in the near future.

THE INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE  
AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.