|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: | | Clerk | | | REPORTS TO: | | General Mgr/Laura Lynne Wyatt |
| Hours of Work: | | 9:00 a.m. – 3:00 p.m. | | | Schedule: | | Flexible |
| Location: | | District Office | | | Travel Required: | | As needed |
| Level/Salary Range: | | $19.80 (23A) COLA  Range: 23 A-E ($19.80-$23.94) | | | Position Type: | | Part Time-Flexible |
| HR Contact: | | General Manager/Laura Lynne Wyatt | | | Date posted: | |  |
| Applicant(s): | |  | | | Posting Expires: | |  |
| Applications Accepted By: | | | | | | | |
| Phone or E-mail:  (661) 822-3268 gm@stallionspringscsd.com | | | Mail: Laura Lynne Wyatt, General Manager  Stallion Springs Community Services District  27800 Stallion Springs Drive  Tehachapi, CA 93561 | | | | |
| Job Description | | | | | | | |
| definition/summary:  Under the Direction of the General Manager, and with a minimum of supervision:   * Receives and Processes mail and payments from customers. * Performs receptionist duties; including answering telephone and personally answering inquiries or directing callers to staff qualified to provide answers. * Provides information and assistance to customers regarding their accounts. * Provides information and assistance to District field personnel regarding customer account information. * Prepares documents for mailing or courier delivery, including envelope stuffing, addressing and postage. * Composes correspondence as directed. * Performs routine clerical work, including filing, classifying and indexing records, copying, etc. * Handles records and maintains accurate documentation of records retention. * Assists in preparing Board Packets and drafts minutes from each Board and Committee meeting. * Reconciles Parks & Recreation registrations, payments, issues pool passes, exercise passes, etc. * Files mail keys & applications. * Processes all work orders and ensures they are complete. * Maintains CSD Boards, Glass Case, Signs and Calendar Postings * Serves as secretary to the General Manager; Attends to administrative detail on special matters assigned by the General Manager; Writes reports and letters * Retains the ability to perform all the functions and job duties listed for the typist clerk position. * Assists with janitorial duties as needed. * Assists Other office staff as needed. * Performs other job duties as directed by the general manager.   Required Qualifications:   * High School Diploma with business emphasis, or the equivalent thereof. * Shall possess a valid California Driver’s License and satisfactory driving record. * Knowledge of Basic math. * Knowledge of elementary accounting principles. * Ability to proficiently operate 10-key adding machine * Ability to proficiently use, or quickly learn; Microsoft Word, Excel and Quick Books processing software.   Essential Job Duties:   * Task: Typing correspondence, forms, etc; operates adding machine, FAX machine, cash register, postage machine, mail opening machine, stapler, copier machine, hole punch, document binding machine.   Mail pickup and delivery, and general courier services.   * Physical Demand: Sitting, standing, walking, twisting, close vision, occasionally lifting up to 25 lbs; Use of hands to finger, handle, or feel objects, tools or controls; Kneeling, stooping, bending, squatting, use of close vision, speaking hearing, use of hands to write, type and use telephone.   Marginal Job Duties:   * Task: Routine and minor maintenance of office machines; maintenance of interior plants. * Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (up to 25 lbs.); Kneeling, stooping, bending, squatting, close vision, use of hands to finger, handle, or feel objects, tools or controls.   Environmental Demands:   * Outside: Seldom works outside in a variety of weather conditions ranging from snow to +100° * Inside: Almost always works indoors in temperature-controlled environment. * Fumes/Gases: Exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies. * Noise/Vibration: Office Machines.   Mental Requirements:   * Reading: Read letters, reports, memos, messages, complex financial documents, and operating manuals for office equipment. * Writing: Writes reports, letters, memos, messages; fills out forms and documents. * Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions and percentages, to practical situations. * Attention to Detail: High level concentration and attention to detail for extended periods of time required in producing reports, correspondence, and documents. * Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, etc. * Judgement: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work face-to-face with others and formulate appropriate instructions to achieve desired goals. * Social Skills: Ability to relate cooperatively with members of the public, and District personnel. * Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others | | | | | | | |
| Reviewed By: |  | | | Date: | |  | |
| Approved By: |  | | | Date: | |  | |