

EMPLOYMENT OPPORTUNITY

Full-time Office Clerk

Salary: BOE with benefits. Full-time 40 hrs/week.

Under general supervision, performs clerical duties such as receptionist, filing, data entry, responding to public inquiries, correspondence, technical writing, and proof reading.

Minimum Qualifications: Must be able to work independently, and be computer literate. Must possess a CA driver's license and be able to pass a pre-employment physical and drug/alcohol screen. Must be able to maintain cooperative relationships with the public and co-workers. Confidential position. Salary range: \$17.86 to \$22.31. Call 707-986-7447 for more information. Application and job description available on the RID website www.sheltercove-ca.gov under Career Opportunities. This position may be filled internally.

Open until filled. Apply at: Resort Improvement District, 9126 Shelter Cove Rd., Whitethorn, CA 95589. (707) 986-7447.

RESORT IMPROVEMENT DISTRICT NO. 1 AND SHELTER COVE SEWER AND OTHER FACILITIES MAINTENANCE DISTRICT NO. 1

POLICY TITLE: Job Description: Full-time Office Clerk/Confidential

POLICY NUMBER: 2380

General Description: Under supervision of the Administrative Assistant performs the following duties:

Clerical Duties:

1. Acts as receptionist--receiving, routing and placing telephone calls, directing visitors.
2. Types reports, correspondence, statistical and financial data.
3. Provides information to the public in person and by telephone.
4. Receives, distributes and dispatches mail.
5. Maintains files and records: Accounts Payable invoices and payments; customer billings.
6. Proofreads copy and photocopies materials.
7. Operates office equipment including calculators, photocopier, fax, computer, radios.
8. Assists in preparation of Board of Directors Agenda package.
9. Assists in Public Facilities operation.
10. Other duties as assigned.

Bookkeeping Duties:

1. Tabulates and checks simple statistical or accounting data.
2. Receives money in payment of customer billings and fees.
3. Assists in preparing and checking payroll and accounting records.
4. Issues new timecards and maintains electronic historical payroll data.
5. Assists in the preparation of customer billings. Issues delinquent account and shut-off notices.
6. Assists General Accounting Clerk and Administrative Assistant.
7. Makes timely deposits to the bank.

Confidentiality:

This is a Confidential position and from time to time may be required to handle privileged information and sensitive matters pertaining to the District.

Desirable Qualifications:

Should have knowledge of correct English, spelling, and punctuation; bookkeeping methods, office procedures and practices.

Should have the ability to use a calculator and other office machines, type at a speed of not less than 45 wpm from clean copy, understand and carry out oral and written direction, and maintain cooperative relations with the public.

Must possess a valid California Driver's License.

Must be able to lift 25lbs. Specific abilities required by this job include close vision, depth perception and distance vision.

Posted 11/06/23