



Administrative Clerk - Temporary

Exempt /Non – Exempt: Non-Exempt, pursuant to the Fair Labor Standards Act.
Salary Range: \$40,137 – \$62,264 (Annually)

Definition

The Administrative Clerk is a temporary, at-will employee who serves at the pleasure of the Assistant General Manager. Under the general supervision of the Assistant General Manager or Office Administrator, the Administrative Clerk is responsible for administrative and accounting support to the District including utility billing and meter reading functions, customer service inquiries, accounts receivable collections, telephone and counter reception, assists with accounts payable and payroll, report preparation and filing, maintenance of records in the electronic filing system, provide information to the public, and performs related work as required. The position will also coordinate closely with administration and field staff in the execution of his or her duties.

Examples of Duties and Responsibilities

- Process outgoing and incoming mail.
- Respond to customers in person, by phone and/or email.
- Maintain District files and official records, paper and electronic files.
- Completes high volume data entry of customer payments efficiently and accurately.
- Assists with monthly utility bills using electronic billing system to prepare billing data export file, processing of E-Bills and final bills.
- Assist with preparing deposits for the District banking.
- Processes new or cancelled accounts, meter change outs, or other similar utility billing activities as required.
- Prepares and tracks field service orders for completion using the electronic billing system.
- Performs monthly meter reading file uploads, import into billing system and related service orders.
- Perform a wide variety of complex, responsible and confidential clerical and administrative tasks, including assistance with accounts receivable, payroll and payables.
- Assists with the preparation of Board agenda packets, reports and related documents.
- Perform related duties and other responsibilities as required.



Knowledge of:

- District practices and procedures and policies.
- Modern office practices, methods, and equipment, including computer equipment.
- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping.
- Vocabulary, spelling, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and District staff.

Ability to:

- Interpret and apply District policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of business.
- Ability to utilize Microsoft Office computer programs, including Word and Excel.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word - processing, database, spreadsheet, and graphics software applications programs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Working Conditions and Physical Requirements

Work is performed primarily in an office environment utilizing modern office equipment and technology and may require sitting for prolonged period of time using a computer. This position requires standing, walking and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.



Minimum Qualifications

- High School Diploma, GED or Equivalent.
- Previous clerical training and experience is highly desirable.
- Ability to accurately type minimum of 40wpm.
- Ability to use 10-key
- Must have basic knowledge of Microsoft Word, Excel and Outlook.
- Must pass a fit for duty test prior to start date.

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the District's insurance carrier.

Basic Work Hours

- Normal work hours are: Monday - Friday 8 AM to 5 PM
- Compensation will be made at an hourly rate.