

**CARMICHAEL WATER DISTRICT
JOB DESCRIPTION**

POSITION TITLE: GENERAL OFFICE CLERK
REPORTS TO: FINANCIAL SERVICES SUPERVISOR
STATUS: TEMPORARY – NON-EXEMPT

Description

Under direct supervision of the Financial Services Supervisor, the General Office Clerk is responsible for performing general office and receptionist tasks.

Essential Duties and Responsibilities

- Answers the telephone and greets office visitors, providing a variety of information or referring them to other staff.
- Receives and processes payments.
- Performs filing and recordkeeping.
- Receives, distributes and dispatches mail.
- Operates copiers and a variety of office equipment.
- Operates and dispatches radio calls.
- Performs typing assignments, utilizing computer word processing programs.
- Uses computer applications and other resources to determine appropriate actions.
- Prepares a variety of correspondence
- Performs duties in a professional manner and works well with others or in a team setting.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Assists other financial services staff.
- Performs related duties as assigned.

Qualifications

Knowledge of:

- General office procedures: telephone, filing, typing
- Basic data processing skills
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation
- Strong verbal interpersonal skills.

Ability to:

- Learn and perform a variety of office support assignments.
- Spell correctly.
- Make basic arithmetical computations.
- Follow oral and written directions.
- Operate a computer for word processing and other purposes.
- Talk to and interview others to obtain or exchange information

- Prepare and organize a variety of information
- Effectively maintain good relations during public contacts.
- Establish and maintain cooperative working relationships.

Typical Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Communicates frequently with District management staff, co-workers, and the public in one-to-one and group settings.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 25 pounds such as large binders, books, and small office equipment.
- Regularly uses a telephone for communications.
- Regularly uses office equipment such as computers, copiers, and postage and fax machines.
- Sits or stands for extended time periods.
- Vision and hearing within normal ranges with or without correction.

Education, Experience, License and Certifications

Required:

- Equivalent to the completion of the 12th grade or work study program participant through high school or college.
- 1 year experience in a customer service environment dealing with customers in person and on the telephone; administrative experience; PC experience or recommendation through work study program.

NOTE: *The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.*

SALARY RANGE: SEE CURRENT FY SALARY RANGE AND STEPS