

JOB DESCRIPTION

Position Title: Clerk II

Department: Office

Starting Pay Grade: 2

General Description of Work

This position is secretarial work of moderate complexity. Work is performed with some guidance from administrative superiors; assignments are stable in nature and are carried out in accordance with standard secretarial practices and general work instructions. Responsible for carrying out general office procedures, and acts in a secretarial capacity to General Manager, Board Members and other personnel. Handles communication between public and Public Service District personnel.

Duties:

Includes, but not limited to, responsibility for answering telephone; waits on customers, deals with public, deals with customers, provides positive public relations and displays positive public conduct; types minutes of the board meetings, capable of doing payroll; types letters and does filing for General Manager and Board Members. Does utility billing and deposits; helps with federal projects and grants. Does any additional work that may be required or requested.

Supervised by the General Manager/Office Manager. If a General Manager does not exist, the Clerk will be supervised by the Board.

Skills, Knowledge and Abilities: Knowledge of routine office procedures, typing, communication skills, computer and telephone skills; ability to get along with others. Considerable knowledge of Business English, spelling, punctuation, and arithmetic. Knowledge of office practices, procedures and applications with ability to type from clear copy at speed level and within accuracy limits established. Ability to work independently on difficult or complex clerical tasks, with ability to maintain clerical records and prepare accurate reports. Ability to exercise good judgment, courtesy and tact in receiving office callers and in making proper disposition of problems; ability to maintain confidentiality.

Education: High School Diploma; secretarial / bookkeeping degree or equivalent combination of experience required.