

JOB DESCRIPTION

Job Title: Office Clerk

Department: Administration

Schedule: M-TH

Reports To: Board of Directors

Classification: \$20.00 - \$23.00

Prepared By: HRA 2024

FLSA Status: Non-Exempt

SUMMARY

Provides administrative assistance to the district, which includes record-keeping and organization services for the district operations.

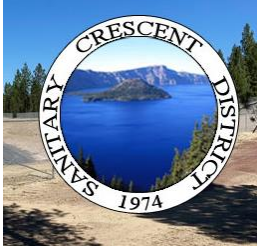
ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- This position greets and assists district customers.
- Answers telephone and responds to inquiries.
- Use a variety of software and enters and maintains data for the operations of the district.
- Handles all administrative tasks for the operations of the district.
- Receives and process payments, deposit slips, reconciling auto pay NexBillPay with Sequoyah.
- Reconciles cash/check payments with Sequoyah.
- Updates customer accounts, reconciles accounts, troubleshoots issues and codes.
- Processes customer monthly billing, and provides reports for Bookkeeper/Office Manager.
- Make photocopies, fax documents, and perform other clerical functions.
- Stay current with system information, changes, and updates.
- Establish and maintain effective communication with customers, staff, and the Board of Directors.
- Coordinates action, efficiency, and high morale.
- Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.



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QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Planning/organizing - Ability to prioritize, organize and coordinate multiple tasks/projects simultaneously meeting established timelines for each using time efficiently while developing realistic action plans.
- Quality control - Demonstrates accuracy and thoroughness and monitors your own work to ensure quality.
- Adaptability - Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays, or unexpected events.
- Dependability - Is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- Safety and security - Actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- High school diploma or equivalent.
- 1 year of experience of administrative duties in the public sector preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires a clear driving record and active/current Oregon Driver's License.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard. Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

Position requires little (>10%) physical effort such as lifting, carrying, or constant movement, but does allow for movement needed to complete work tasks. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.



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ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

Crescent Sanitary District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the district the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

People having questions about equal opportunity and nondiscrimination should contact the Board of Directors.

Employee Signature:		
Employee Name:		
Date:		