

# \*\*\*JOB OPENING\*\*\*



## Crescent Sanitary District

136745 Hwy 97 Crescent, OR 97733 P.O. Box 265

Phone: (541) 433-2951

Email: [info@crecentsanitarydistrict.org](mailto:info@crecentsanitarydistrict.org)

Web Site: [www.crescentsanitarydistrict.org](http://www.crescentsanitarydistrict.org)

**Title of position:** Office Clerk

**Position type:** Part-Time Monday-Thursday 8:00am-4:30pm

**Pay range:** \$20.00-\$23.00 Hourly.

**Location:** Crescent, OR

### **Description of responsibilities (summary):**

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

### **Required experience:**

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

### **Required skills:**

- Must be able to communicate clearly and professionally with the public, co-workers and CSD Board members.
- Class B driver's license and clean record.
- Planning and organizational skills
- Use a variety of software and enters and maintains data for operations.
- Handles all administrative tasks for operations.
- Billing – reconciliation of accounts, A/R
- Administrative duties for office and operator

**How to apply:** <https://www.crescentsanitarydistrict.org>.

**Closing date:** Opening date: April 10, 2024

Closing date: Open until filled

For information on Crescent Sanitary District, visit our website at <https://www.crescentsanitarydistrict.org>.

*Crescent Sanitary District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*