

Corbett Water District Employee Job Description

Job Title: District Clerk

FLSA status: covered (* note: the position is currently part-time)

Purpose of Position

Working under the general direction of the District Manager and/or the Board of Directors, provide a wide variety of bookkeeping and secretarial and clerical tasks related to the general operations of the District.

Distinguishing Characteristics

The District Clerk is responsible for administering the principal clerical functions of the District and also serves as the Clerk of the Board of Directors. It is distinguished from other District positions in that the primary duties are related to office administration and customer service.

Essential Job Functions and Responsibilities

Under general direction of the Manager and/or delegates, the District Clerk:

Customer service administration, including but not limited to:

- Prepares water billings currently performed every two months.
- Reviews billings for reasonableness and conduct necessary research to resolve problems.
- Accepts and posts water payments.
- Prepares and delivers bank deposits.
- Processes delinquency notices, shut-offs and re-connects, new accounts, and other work orders. Calculates and prepares pro-rated billings as necessary.
- Maintains water account information. Enters changes regarding owner/renter, mailing address, correct errors, and makes adjustments. Enters new meter rates as necessary.
- Responds to questions from the public in person, over the telephone and through written correspondence regarding accounts and other general information.
- Receives office visitors; ascertains nature of business, responds to routine questions or makes arrangements to see proper person.

Performs office management, including but not limited to:

- Performs accounting and bookkeeping tasks necessary to process District payroll and associated reports and filings.
- Administers accounts payable and accounts receivable. Prepares checks for signature.
- Maintains filing for contracts, office staff records (payroll, leave accruals and so on), and incoming and outgoing correspondence.
- Organizes and archives old or inactive files.
- Prepares various financial reports, e.g. preliminary budget figures, budget variance, fund balances, outstanding check register, trial balances, and other financial information.

- Types and composes general correspondence, minutes, resolutions, summaries, reports, advertisements, contracts, forms, and other documents from rough draft, recording tape, and verbal instruction.

Serve as Clerk of the Board of Directors

- Prepares for and attends regular monthly Board meetings.
- Prepares for and attend other or special Board meetings when scheduled.
- Acts as recording secretary for Board of Directors and related meetings. Prepare agenda items, minutes and other related documents, and forward to the Board or Secretary-Treasurer for initial review; copy and present agenda and minutes at regular Board meetings for Board approval.
- Prepares and presents monthly financial report at Board meetings.
- Prepares and submits annual budget documents as directed by the Board or the manager.
- And perform other duties as assigned

Minimum Qualifications

Knowledge of:

- Public water utility administration
- Public meeting and record keeping laws and procedures
- Special Districts Association of Oregon guidelines
- Budget process, including calendar, laws and guidelines
- Customer service principles
- District rules and policies
- Personnel record-keeping practices

Ability to:

- Conduct research as necessary to obtain information for reports, projects, and meetings.
- Perform mathematical calculations.
- Maintain statistical information and historical and updated budget figures.
- Maintain adequate level of office supplies and enable efficient use of supplies.
- Understand and follow all safety rules and procedures established for work areas.
- Performs various clerical tasks in support of department functions, e.g. photocopying, filing, answering telephone.
- Maintains work areas in a clean and orderly manner.
- Use computer software required.
- Work independently to solve problems, and seek assistance if and when required.
- Communicate effectively with co-workers, the Board, and with the public.

Mandatory Requirements: Advanced knowledge of accounting/bookkeeping fundamentals, and generally accepted accounting practices; office procedures and operation of standard office equipment, word processing and spreadsheet application software. Proficiency in English language, composition and editing is necessary. Ability to use the District's water billing system and assist with any improvements to the District water billing system.

Desirable Requirements: Completion of Associates Degree in accounting, secretarial science, or closely related field. Knowledge of specific word processing, water billing, and spreadsheet software utilized within the District.

Special Requirements/Licenses: None

Physical Demands of Position: While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Manual dexterity and coordination are required over 50% of the work period.

Working Conditions: Usual office working conditions. The noise level in the work environment is typical of most office environments.

Supervisory Responsibilities: Supervision is not a typical function assigned to this position. May provide training, orientation, information and assistance to new personnel regarding procedures and policies.

Supervision Received: Works under the general supervision of the District Manager. May also take direction for tasks from the Board of Directors, or an appointed member of the Board of Directors.

Education and Training: Equivalent to high school plus additional specialized training and three years experience in performing similar duties, or any satisfactory combination of experience and training, which demonstrates the knowledge, skills and abilities to perform the above duties.

Job Description History:

Adopted by the Board of Directors on February 17, 2004.

Email resumes to clerk.corbettwater@rconnects.com or fax to 503-695-2285.