



JOB OPENING ANNOUNCEMENT

ACCOUNT CLERK I

Hourly Range - \$15.91 to \$19.34 / Annual Range - \$33,097 to \$40,230

San Miguel Community Services District is seeking applicants for an immediate vacancy.

See District website, www.sanmiguelcsd.org, for complete job descriptions and application

Description: San Miguel Community Services District is an unincorporated community in the County of San Luis Obispo, located 7 miles north of the City of Paso Robles, CA

Deadline for Employment Applications:

A District job application must be completed and returned to the District office no later than **May 13th @ 12:00 PM** No electronic submission of application will be accepted.

Work Schedule: Account Clerk I, position is full-time (40 hours/week). Monday – Friday 8:00 AM – 5:00 PM

Definition:

Under the supervision of the Board Clerk/Account Clerk Manager, prepares and submits monthly utility bills per current procedures and policies, receive and process utility bill payments, answer telephones, respond to inquiries made by the public, greet the public and make appropriate referrals, coordinate incoming/ outgoing mail, assist with the preparation for district meetings. Must have excellent communication skill and be able to communicate clearly both verbally and in writing.

Must have knowledge of office procedures, practices, and equipment; must know how to write correspondence and assist in writing and proofreading reports; must be familiar with office computer equipment and familiarity with Microsoft Office software; and Black Mountain Utility Billing software experience is desirable; a working knowledge of utility and general accounting terminology is desirable.

Must have the ability to independently perform job duties and establish task priorities with minimum supervision; perform clerical bookkeeping for Utility service accounts, secretarial duties, and independently complete routine administrative tasks; compose correspondence; interact with the public, co-workers, and vendors tactfully and courteously; maintain confidentiality on issues consistent with the District's rules, regulations, and applicable law; and operate automated office and communication equipment, including computers, printers, scanners, fax machines, copy machines, telephones, and other office equipment.

Minimum Qualification Requirements: Minimum of two years' experience performing a variety of administrative support functions and working with computer applications or databases; ability to utilize a desktop computer and various computer applications; ability to do basic mathematics; highly organized and able to manage competing tasks and priorities.

Education: High School diploma or equivalent; valid California driver's license and proof of insurability; Standard First Aid and CPR certifications are required. Some college education is preferred.

Physical Requirements

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer; able to tolerate periods of continuous sitting; able to answer calls and properly correspond messages; may on an infrequent basis assist with lifting up to 35 pounds.

Environmental Conditions

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Appropriate personal safety equipment is provided.

Compensation:

The District typically hires an applicant at Step 1 for each classification. The Salary range for this position is \$15.91 Hour to \$19.34. Full time employees only are eligible for Vacation, Holiday, Sick and Medical Benefits as outlined in the District Personnel Policy.

District office: San Miguel Community Services District
P.O. Box 180
1150 Mission Street
San Miguel, CA 93451
(805) 467-3388

More Information about the District is available at the District webpage: www.sanmiguelcsd.org
Questions should be directed to District offices at (805) 467-3388.

EMPLOYMENT REQUIREMENTS: Upon hire, new employees are required to provide proof of eligibility to work in the United States and must complete an INS Employment Verification form, pass a drug test, physical, and background check. Supporting documents must be presented prior to starting work. Once employed, all employees are required to be familiar with, and comply with all District policies and procedures.