

**Beaver Water District  
Job Description**

**Job Title: Clerk/Clerical Assistant**

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Exempt: (Y/N): No  
Date: March 2023

Department: Administration  
Reports To: Executive Administrator

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**JOB SUMMARY**

The Clerk/Clerical Assistant is responsible for performing a range of receptionist, clerical, secretarial, and minor administrative tasks for multiple management personnel, with tasks to be performed in both the Administration Building and the Technical Services Building.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(including but not limited to the following)*

- Answer multiple incoming telephone calls for multiple lines simultaneously. Transfer calls to numerous extensions while transferring calls to the appropriate staff. Take messages for various staff as directed. Screen phone calls for designated management personnel as directed.
- Arranges, renews, and enrolls multiple departments for required licensure training.
- Distribute, collect, and complete training forms for the District.
- Greet and direct visitors to the appropriate location and/or the appropriate staff.
- Provide relief to the Receptionist position at the Administration Center every day during break and lunch times, as well as vacation and sick days.
- Receives, distributes, and files various correspondence, operational reports, environmental reports, and regulatory and compliance reports, as directed by management personnel.
- Organizes and maintains permanent files, utilizing a computerized database program.
- Prepares routine correspondence, and provides clerical support for special projects, including operations, statistical, and engineering reports, construction and engineering design projects, and environmental and educational presentations.
- Retrieves mail from Post Office Box daily; sorts all mail and delivers to the Administration Center and the Technical Services Building. Prepares any outgoing mail from the Technical Services Building. Additionally, collects and delivers any intercompany mail between the Administration Center and the Technical Services Building.
- Assist management personnel with copy projects, coordination of supplies purchasing, meeting arrangements, travel arrangements, or any other coordination of outside services required.
- May have access to and assist management personnel with management of their respective e-mails, calendars, and contacts, as specifically directed.
- Runs errands as necessary.
- All Beaver Water District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees (especially members of his or her own team), and have regular and reliable attendance that is non-disruptive. Must be able to report to

and work in all types of weather conditions, including seasonal extremes such as ice and snow, as required.

- Other duties as assigned.

### **SECONDARY DUTIES AND RESPONSIBILITIES** *(include the following)*

Any other Secondary duties as assigned.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

#### **EDUCATION:**

- High school diploma or equivalent required.

#### **EXPERIENCE:**

- Experience answering multiple incoming telephone lines and prior experience demonstrating the ability to handle multiple telephone calls at the same time is a requirement of the position.
- Intermediate skills in typing and ten-key data entry, intermediate skills in the use of a personal computer, Microsoft Office Applications, including Word, Excel, PowerPoint, Publisher, and Access, and other related software programs.
- Must be able to effectively operate standard office equipment and postage metering equipment.
- Excellent oral and written communication skills. Must have professional appearance and strong customer service skills necessary to effectively greet people as they enter Beaver Water District, and courteously and effectively work with other Department staff, job applicants, vendors, external customers, and others.
- Ability to perform certain mathematical calculations, to include, but not limited to, discounts, interests, commissions, percentages, and proportions.
- Self-starter with the ability to perform assignments with a minimum amount of guidance and/or instruction. Has strong ability to prioritize tasks. Understands when to seek guidance and direction for resolving conflicting priorities.
- Position requires high degree of organizational skills and the ability to multi-task and work independently while meeting job requirements and appropriate deadlines.
- Equivalent combination of education, experience, and training which provides the desired knowledge, skills, and abilities will be considered.

#### **OTHER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

- Familiarity with multi-line telephone systems.

#### **CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Strong working knowledge of governmental/municipal entities or quasi-governmental entities is preferred.

- Valid Driver's License
- Valid automobile insurance
- Must be able to successfully pass a pre-employment drug screen, and criminal background assessment.

### **PHYSICAL DEMANDS**

The physical demands described in the attachment to this job description entitled "Physical Demands of the Clerk/Clerical Assistant Essential Job Functions" are those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

### **MENTAL DEMANDS**

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. The employee must be able to work in a constant state of alertness and concentrate for long periods of time.

### **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it requires working with highly sensitive and confidential Company and customer information. Performing this job in a discreet and professional manner requires alertness at all times. Any lapse in attention could have a significant impact on the District and/or its customers.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities. Most of the work required by this position is performed in the normal, indoor office environment. The noise level in the normal office work environment is usually moderate.