

EMPLOYMENT OPPORTUNITY

The Resort Improvement District No. 1 is accepting Applications for Employment for the following position:

Office Clerk / Custodian - Confidential

Part-time position with a range of hours from 8 to 19 hours per week. Under the supervision of the General Manager will perform basic clerical and custodial duties for the District. General description follows:

Clerical Duties:

1. Acts as receptionist--receiving, routing and placing telephone calls, directing visitors.
2. Types reports, correspondence, and provides data entry for statistical and financial data.
3. Provides information to the public in person and by telephone.
4. Receives, distributes and dispatches mail.
5. Maintains files and records: Accounts Payable invoices and payments; customer billings.
6. Proofreads copy and photocopies materials.
7. Operates office equipment including calculators, photocopier, typewriter, and computer.
8. Assists in preparation of Board of Directors Agenda package.
9. Assists in Golf Course operations.
10. Other duties as assigned.

Custodial/Maintenance Duties:

1. Order and maintain cleaning supplies.
2. Cleans offices, restrooms and any other facility operated by the District.
3. Prepares meeting hall for Board meetings.
4. Traffic control in the field during construction.

Bookkeeping Duties:

1. Tabulates and checks simple statistical or accounting data.
2. Receives money in payment of customer billings and fees.
3. Assists in preparing and checking payroll and accounting records.
4. Maintains meter books (updates, adds new customers, etc.).
5. On a monthly basis, collects the data from the meter reader for electric and water meters, calculates customer usage, enters data in computer system and prepares customer billings. Issues delinquent account and shut-off notices. Actual meter reading may be required if a designated meter reader is not available.

Confidentiality:

This is a **confidential** position and from time to time may be required to handle privileged information and sensitive matters pertaining to the District. Failure to maintain discretion will be grounds for immediate dismissal.

Desirable Qualifications:

1. Should have knowledge of correct English, spelling, and punctuation, bookkeeping methods, office procedures and practices.
2. Should have the ability to use standard office computer software, calculators, copiers, scanner, fax machine, multi-line phones and other office machines, understand and carry out oral and written direction, and maintain cooperative and professional relations with the public at all times.

Minimum Qualifications:

1. High school or equivalent education.
2. Previous experience with word processing on PC.
3. Physically capable of reading electric and water meters if the designated meter reader is not available.
4. Must possess a valid California Driver's License.

Salary range between \$16.38 and \$20.20 per hour.

Vacancy open until filled.

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