

OLIVEHURST PUBLIC UTILITY DISTRICT

BOARD OF DIRECTOR

Ron Dougherty
Catherine A. Hollis
Larry M. King
Michael Morrison
Larry D. Patty

P O. Box 670
1970 9th Avenue
Olivehurst, CA 95961
Telephone (530) 743-0317
Fax (530) 743-3023



GENERAL MANAGER

Timothy R. Shaw

ACCOUNT CLERK I

Starting Pay: \$13.67/hr, Plus benefits. Duties to include: Under supervision, maintains and records utility payments; handles customer service in person and/or by telephone, filing in support of District Clerk and Accountant; assists with utility billing. Ability to use a personal computer & software such as Microsoft office, outlook and billing; 10-key by touch. Minimum requirements: High school diploma or equivalent. Preferred: Two years clerical experience w/some business or accounting courses. possession of valid California Class C Drivers License with acceptable driving record for the past three years; must be insurable by District's auto liability insurer. Application form available at OPUD Business Office, 1970 9th Avenue, Olivehurst or at www.opud.org. Applicants are **REQUIRED** to complete an OPUD application. Applicants will only be considered for employment if the application is signed and completed in its entirety. Send completed application and resume to above mentioned address or email to opud@opud.org or fax to (530) 743-3023 attention – Resource Coordinator. Closing date is Wednesday, August 11, 2010 @ 4:00 p.m.