

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
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GENERAL MANAGER

Timothy R. Shaw

INTERMITTENT/SEASONAL FIRE DEPARTMENT CLERK

Intermittent/Seasonal position - \$15.00 hr Duties to include: Under general direction, performs a variety of highly responsible, confidential, and complex clerical, secretarial and administrative duties for an assigned department. Provides a variety of office support activities to the department, which may include word processing, data entry and organization, telephone and record keeping, report preparation and filing; provides information and assistance to the general public; and performs related work as required. Requirements: Equivalent to the completion of the twelfth grade and minimum of Five (5) years of increasingly responsible secretarial and/or administrative experience involving frequent public contact; 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 Friday, August 6, 2010 @ 4:00 p.m.