

OLIVEHURST PUBLIC UTILITY DISTRICT
INTERMITTENT/SEASONAL FIRE DEPARTMENT CLERK

DEFINITION

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.

JOB CHARACTERISTICS

This position provides administrative support to a department such as budget, personnel, or a departmental program or function, as well as providing responsible secretarial support to management staff. This position performs a variety of secretarial and clerical work, including coordinating assigned programs and projects, providing general information to the public, and other administrative, database and support work. This positions scope and diversity of responsibilities originate at a departmental level and require a broader understanding of District functions and the capability of relieving a department head and/or District management staff of day-to-day office administrative and coordinative duties.

EXAMPLES OF DUTIES

- Normally works 20 hours per week, may at times work as many as 40 hours a week or as few as 4 hours a week.
- Performs a wide variety of complex, responsible, and confidential secretarial and administrative duties for management personnel.
- Types, proofreads and processes a variety of documents including general correspondence, memos, manuals, and statistical charts from rough draft, tape recordings or verbal instructions.
- Screens calls, visitors and mail; responds to moderately complex requests for information.
- Independently responds to letters and general correspondence not requiring the attention of professional personnel.
- Coordinates and makes travel arrangements; maintains appointment schedules and calendars; arranges meetings and conferences.
- Performs accounting functions related to ordering supplies, equipment and services.
- Performs clerical duties related to department activities such as typing, filing and distributing mail.
- Participates and assists in the administration of a department budget; prepares budget reports, compiles annual budget requests, and recommends expenditure requests for designated accounts.
- Researches, compiles, and analyzes data for special projects and various reports; assists in the preparation of District presentations including the preparing of material and data.

- Initiates and maintains a variety of files and records.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies.
- Applicable codes, regulations, policies, technical processes and procedures related to the department to which assigned.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Records management principles and practices.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Ability to:

- Providing varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Understanding the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Responding to and effectively prioritizing multiple phone calls, walk-up traffic and other requests/interruptions.
- Composing correspondence and reports independently or from brief instructions.
- Establishing and maintaining a complex and extensive records management system for the assigned department.
- Taking a proactive approach to customer service issues in a professional manner.
- Taking notes rapidly and accurately transcribing own notes.
- Organizing own work, coordinating projects, setting priorities, meeting critical time deadlines, and following-up on assignments with a minimum of direction.
- Operating modern office equipment including computer equipment and software programs.

REQUIREMENTS

Minimum Requirements

- High School Diploma
- 15 units of technical or college-level courses in business, office management or a related field (One (1) additional year of experience, as outlined above, may be substituted for the required college-level coursework).
- Five (5) years of increasingly responsible secretarial and/or administrative experience involving frequent public contact.

- Possession of valid California Drivers License.
- Must be insurable by the District's auto liability insurance.

PHYSICAL DEMANDS

Essential Duties require the following physical skills and work requirements: Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements (typing, ten-key, etc.); requires sufficient sight and hearing to perform customer service duties, general office duties, and use of general office equipment.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.