



POSITION DESCRIPTION

Title: District Clerk

Exempt/Non-Exempt: Non-exempt

Reports To: District Manager

Pay Range: \$23.48 - \$29.70/ hour

Effective Date: July 19th, 2022

Updated by Board of Commissioners

General Position Summary:

The Corbett Water District Clerk provides a wide variety of bookkeeping, administrative and clerical tasks related to the general operations of the district. The District Clerk is responsible for administering the principal clerical functions of the district as well as serving as the Clerk of the Board of Commissioners.

Essential Functions/Major Assignments:

Customer service administration, including but not limited to:

- Prepares water billings as per established schedule, e.g., performed every two months.
- Reviews billings for accuracy and conducts necessary research to resolve problems.
- Accepts and posts water payments.
- Prepares and delivers bank deposits.
- Processes delinquency notices, shut offs and re-connects, new accounts, and other work orders.
- Calculates and prepares pro-rated billings as necessary.
- Maintains water account information; Enters changes regarding owner/renter, mailing address, correct errors, and makes adjustments; Enters new meter rates as necessary.
- Responds to questions from the public in person, over the telephone and through written correspondence regarding accounts and other general information.
- Receives office visitors; ascertains nature of business, responds to routine questions, or makes arrangements to see proper person.

Office management, including but not limited to:

- Performs accounting and bookkeeping tasks necessary to process District payroll and associated reports and filings.
- Administers accounts payable and accounts receivable; Prepares checks for signature.
- Maintains filing for contracts, office staff records (payroll, leave accruals, etc.) and incoming and outgoing correspondence.
- Organizes and archives old or inactive files according to records retention requirements.
- Prepares various financial reports, e.g., preliminary budget figures, budget variance, fund balances, outstanding check register, trial balances, and other financial information.
- Types and composes general correspondence, minutes, resolutions, summaries, reports, advertisements, contracts, forms, and other documents from rough draft, recording tape, and verbal instruction.
- May provide training, orientation, information, and assistance to new personnel regarding District policies and procedures.

As Clerk of the Board of Commissioners

- Though directly supervised by the District Manager, the Clerk may take direction for tasks from the Board of Commissioners or an appointed member of the Commissioners.
- Prepares for and attends regular monthly Board meetings.
- Prepares for and attend other or special Board meetings when scheduled.
- Acts as recording secretary for Board of Commissioners and related meetings. Prepare agenda items, minutes, and other related documents, and forward to the Board or Board President for initial review, copy and present agenda and minutes at regular Board meetings for Board approval.
- Prepares and presents monthly financial report at Board meetings.
- Prepares and submits annual budget documents as directed by the Board or the manager.

Secondary Functions:

- All other duties as assigned

Supervisory Responsibility:

- None

Interpersonal Contacts:

- Will have regular communication inside and outside the organization to exchange ideas and gather information.

Specific Job Knowledge, Skill and Ability:

Knowledge of:

- Public water utility administration
- Public meeting and record keeping laws and procedures
- Budget process, including calendar, laws, and guidelines
- Customer service principles
- Personnel record-keeping practices
- Ability to effectively edit letters, documents etc. for grammatical and spelling accuracy.

Skill and Ability to:

- Ability to learn and utilize specific software utilized by the district for water billing, as well as any other required software.
- Skill and ability to conduct research as necessary to obtain information for reports, projects, and meetings.
- Perform mathematical calculations.
- Maintain statistical information and historical and updated budget figures.
- Maintain adequate level of office supplies and enable efficient use of supplies.
- Understand and follow all safety rules and procedures established for work areas.
- Performs various clerical tasks in support of department functions, e.g., photocopying, filing, answering telephone.
- Maintains work areas in a clean and orderly manner.
- Work independently to solve problems and seek assistance if and when required.
- Communicate effectively with co-workers, the Board, and with the public.
- Ability to work during evenings to attend Board meetings.

Education, Experience, and Certification/Licensure:

Required

- High School diploma or equivalent
 - Three years of related office experience performing similar job functions, including accounts payable and accounts receivable.
 - Advanced knowledge of accounting/bookkeeping, general accounting practices.
 - Previous experience with the administration of payroll.
- OR
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job

Desired

- Associates degree in Accounting, Office Administration, or closely related field.
- Previous experience with utility billing software.

Job Conditions:

- This position operates in a typical office setting.
- Work schedule is 32 hours per week, Monday through Thursday during regular office hours with some variance to include attendance at evening meetings.
- Routinely uses standard office equipment, especially computers and mobile devices
- While performing the duties of this position, the employee is frequently required to sit, stand, kneel, communicate, reach, and manipulate objects, tools, or controls.
- The employee must occasionally lift or move office products and supplies, up to 25 pounds.

Employee Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Supervisory Approval

Date

(The signature of the Supervisor confirms the assignment of work to the employee.)