

Job Posting

OFFICE CLERK

Position Title:	Office Clerk
Supervisor:	Office Manager
Job Type:	Hourly Fulltime
Pay Range:	\$15.50 - \$18.60 per hour

Job Purpose:

The Office Clerk supports the strategic mission of the Pauma Valley Community Service District (PVCSD) by aiding the Office Manager and General Manager, Board of Directors, and Administrative Team with broad-based support in order to provide the highest caliber customer service to our community.

This position anticipates and resolves operational and administrative issues before they arise by being highly organized, detail-oriented, and self-motivated. Must have the ability to communicate with a wide range of customers and manage multiple assignments and changing workloads simultaneously.

Job Duties/Expectations:

- Provide primary reception services to the Pauma Valley community and visitors.
- Open and close the PVCSD office in accordance with regular office hours.
- Generate and distribute PVCSD invoices.
- Aid with Accounts Payables/Accounts Receivables
- Send, receive, copy, and distribute communication to the community according to established policies and procedures.
- Serve as website administrator for PVCSD, responsible for planning, implementing, and monitoring website content.
- Receive and distribute all incoming and outgoing mail.
- Assist in reserving meeting rooms for board meetings, including assisting with the creation of agendas, taking and transcribing meeting minutes; prepare correspondence, reports, and other documents.
- Assist in compiling data needed for annual CPA audits for PVCSD.
- Purchase department equipment and supplies; maintain inventories; prepare and process requisitions and invoices to pay for goods and services.
- Proofreads and formats various reports and documents utilizing required district templates.

- Assist General Manager as well as Office Manager with developing, tracking, and analyzing PVCSD metrics to make changes to current practices, programs, and procedures.
- Track, develop, and ensure compliance with mandatory reporting schedules.
- Update Homeowners Association with property ownerships when requested.
- Update escrow companies monthly with account totals and activity.
- Assist with recruitment efforts of all personnel including developing and posting current job opportunities.
- Uniform inventory for Utility/ Patrol/ Gates.
- Update NOV reports (reporting/Letters/Invoicing).
- Coordinate annual training (Fuel tank training/CPR training/SSMP Training)
- Monitor compliance Binders monthly.
- Generator logs/permits
- Serve as backup to Office Manager and General Manager as requested.
- **Other duties as requested.**

Required Qualifications:

- High school diploma or GED required.
- Fundamentally competent with Microsoft Office software applications.
- Clear and concise written and verbal communication skills.
- Ability to take the initiative, multi-task, and work well under pressure in a fast-paced environment in addition to maintaining punctuality.
- Excellent organizational skills, ability to work efficiently with minimum supervision required.
- Ability to exercise sound ethical judgment, time management, and priority management skills.
- Operate a computer at a fundamental level and able to utilize varied software applications.
- Able to lift objects of at least 25 pounds, sit for long periods, relay critical information in a time efficient manner, and exhibit a high degree of professionalism.

Highly Desired Qualifications:

- At least 2-3 years' experience in providing clerical and administrative support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Proficient with QuickBooks, Microsoft Office Suite and utilizing a computer to complete tasks.
- Knowledge of Special District Laws/ Ralph M. Brown Act.
- Knowledge of Special District Administration Practices.

Working Conditions:

- Frequent use of office equipment such as computers, copier, fax, folding machine, and postage equipment.
- Daily use of the telephone.
- Regular 5 days a week attendance.

- Occasional travel by vehicle conducting District business.
- Ability to speak and hear both in person, and by telephone.
- Must be able to carry, push, pull, reach, and lift materials and objects up to 25 lbs.
- Extended standing, walking, sitting, reaching, stooping, and bending.
- Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings.
- Work in a temperature-controlled office environment with moderate noise.

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information, use math and mathematical reasoning; learn and apply new information or skills.

PRE-EMPLOYMENT REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; confirmation of full COVID-19 vaccination. Certain positions may require additional screening processes, which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol or illegal drugs or inadequately explained prescription drugs, or misrepresentation, falsification, or omission of pertinent facts in any step of the screening or selection process, may be cause for disqualification or termination of employment. Nothing in this job posting constitutes an express or implied contract for employment with the Pauma Valley Community Services District. Candidates must notify the Office Manager of any change in their name, mailing address, email address, or phone number, otherwise they may miss employment opportunities.