

CUYAMA COMMUNITY SERVICES DISTRICT

4853 Primero Street
P.O. Box 368
New Cuyama, CA 93254

Phone (661) 766-2780
Fax (661) 766-2632
cuyamacsd@gmail.com

POSITION ANNOUNCEMENT

Position: Permanent/Part Time Office Clerk

DESCRIPTION OF POSITION:

The Permanent/Part-Time Office Clerk reports directly to the General Manager of the Cuyama Community Services District (CCSD). Under direction, this position provides general clerical assistance and other District office duties, as assigned. This position also provides staff support to the Board of Directors. The position is hired by the Board of Directors.

Duties and Responsibilities:

Serve as receptionist and provide customer service.

Assist with monthly water and sewer billing and receiving customer payments and recording customer payments.

Help prepare bank deposits for the district accounts.

Help in the preparation of CCSD accounts payables.

Assist with the preparation of duplicate materials for Board meetings and transcription of meeting minutes, and distribute agenda packets to Board members and other parties as requested. Other duties as assigned.

One year of basic office experience is desirable.

Knowledge and ability to use computer systems and basic software.

Experience in a public agency setting is desirable.

Must be available on an on-call basis. Flexible schedule, as needed to fill in as relief person and to assist with clerical duties, may be up to 30 hours per week.

Pay Rate:

Hourly rate, paid monthly, will be determined based on experience.

The full job description will be provided upon request.

TO APPLY:

Submit an application and resume to:

**Attn: Board of Directors
Cuyama Community Services District
P.O. Box 368 (4853 Primero Street)
New Cuyama, CA 93254**

Posted April 14, 2022

Closing date: Open until filled