



551 TAFT HWY | BAKERSFIELD, CA 93307
Phone (661) 831-0989

Office Clerk 1 or 2

Posted: December 3, 2024

Position Title: Office Clerk 1 or 2

Salary Range: Office Clerk 1 \$18.37/Hr. - \$22.65/Hr. - (Based on Experience)
Office Clerk 2 \$23.00/Hr. - \$28.11/Hr. - (Based on Experience)

Benefits:

Medical, Dental, Vision, and Life: Insurance premiums paid for the by the District.

Retirement: District contributes towards retirement plan.

Job Position

Greenfield County Water District is searching to fill a Full-Time Office Clerk position. Regular office hours 8:30 am to 5:00 pm, Monday through Friday. The ideal candidate must have excellent office customer service skills by performing the following duties.

Essential Duties and Responsibilities

Under direction of supervisor:

- Assist with the day-to-day office operations
- Communicate with customers in person, by phone, email and mail
- Compile, copy, sort and file records of office paperwork
- Collect, count, and disburse money
- Maintain a balanced cash drawer
- Prepare customer bills and notices
- Maintain customer billing accounts
- Operate computer system, photocopiers, credit cards machines and other office equipment
- Open, sort and route incoming and outgoing mail
- Type and prepare documents
- Performs other duties as assigned

Minimum Position Qualifications

- High school diploma or equivalent required
- Fluent in English required (speaking, reading and writing)
- Fluent in Spanish preferred. (speaking, reading and writing)
- Excellent organizational, customer service and verbal communication skills
- Experienced in basic computer skills and Microsoft office programs
- 1+ year of office clerk or related job experience preferred

The following generally describes the knowledge and ability preferred to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

- Basic knowledge of computer operations and Microsoft office programs.
- Basic knowledge of office phone functions.
- Safe work practices and policies.



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Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work

Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Please submit application and/or resumes to:

office@greenfieldc wd.org

or deliver to

551 Taft Hwy, Bakersfield, CA 93307

Applications are available on the District website (<https://greenfieldwater.specialdistrict.org/>) or can be picked up at the District office.