



**Job Title:** Administration Clerk  
**Department:** Administration  
**Hourly Rate:** \$16.999 per hour  
**FLSA Status:** Non-exempt  
**Revised:** 09/20/23

**General Description:** Under supervision by the Director of Administration, performs various receptionist, specialized administrative, clerical, recordkeeping, and other assignments involving occasional contact with District employees, contractors, vendors and the public.

**Essential Duties and Responsibilities:**

- Receives visitors, answers phone calls, and addresses general questions.
- Coordinates lawsuit service to appropriate personnel.
- Sorts/distributes incoming mail and processes outgoing mail (postage, certified, etc.).
- Maintains vehicle records, including mileage readings and state inspections.
- Coordinates auctions and other disposals of various District assets, including recordkeeping.
- Schedules vehicles for preventative and mechanical work. Prepares requisitions associated for various needs, vehicle maintenance and other purchases. Handles all vehicle warranty and recalls.
- Prepares check listing for deposits. Occasionally prepares and delivers cash deposits to bank.
- Handles department scanning and paper filing as assigned.
- Maintains supplies inventory.
- Prepares board member meeting packets, electronic and paper (i.e. meetings, budget, public hearings).
- Scans employee education files.
- Maintains a professional decorum at all times.
- Performs any other duties that may be assigned.
- Support of other department personnel functions.
- Cross-trains and handles various other department functions as assigned.
- Maintains confidentiality.
- Understands and supports safety standards as required; keeps the workplace clean and safe.

**Physical Environmental Demands:**

Stand	5%
Walk	10%
Sit/Talk/hear	80%
Lift	5%

May be required to lift binders, bundles and packages weighing from 15lbs to 20lbs.

**Minimum Qualifications:**

- High School graduate or equivalent (GED). Some college helpful.
- Two to three years of experience in dealing with the public over the telephone, email and in person.
- Proficiency with Microsoft Word and Excel; use of scanner technology and filing of scans; knowledge of Access and PowerPoint is a plus but not necessary.
- Ability to critically think.
- Knowledge of general office procedure and accurate filing.
- Type 45 wpm.
- Ability to effectively work multi-line telephone system.
- Bilingual Preferred (Spanish).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

**Working Conditions:**

Well-lighted, climate-controlled indoor office setting.

**Work Schedule:**

Part-time, generally 11:00am – 3:00pm, with some flexibility, Monday through Friday. Occasionally may be asked to work less or more hours as needed. Times may change subject to postal carrier scheduled and department scheduling needs.