

**\*To apply for this position, email your resume and completed job description to [elizam@jssd.us](mailto:elizam@jssd.us) or mail it to Jordanelle SSD, Attn: HR, PO Box 519, Heber City, UT 84032.  
Position open until filled.**



## **JORDANELLE SPECIAL SERVICE DISTRICT**

### **JOB DESCRIPTION**

Job Title: <b>Clerk</b>	FSLA Status: <b>Non-exempt</b>
Reports to: <b>General Manager</b>	Status: <b>Part-time</b>
Department: <b>Administration</b>	Salary Range: <b>Level 1 \$17-\$21/hour DOE</b>
Effective Date: <b>March 2, 2021</b>	Benefits Eligible: <b>No</b>

#### **Purpose of Position:**

The general purpose of this position is to perform a variety of entry level, complex clerical and routine technical duties as needed to support the organization.

#### **Essential Duties and Responsibilities:**

- Acts as receptionist, greets, and directs customers and visitors, answers phone, directs calls and relays messages to appropriate individuals.
- Works effectively and courteously with the public and fellow employees.
- Performs the day-to-day processing of financial transactions, following established procedures, to ensure that incoming and outgoing payments are maintained in an effective, up-to-date, and accurate manner by, but not limited to, updating online payments daily, cash receipting incoming payments, processing bank deposits and all applicable reports, accounts payable data entry and processing including scanning, verification, and mailing.
- Enters Utility Management service orders.
- Copies, scans, sorts, and files records related to office activities, business transactions, and other matters.
- Sorts incoming mail and processes outgoing mail.
- Operates office machines including copier, scanner, phone and voicemail system, personal computer, and other standard office equipment.
- Performs other duties as assigned.

#### **Minimum Qualifications, Education and Experience:**

- High school diploma or GED
- Prefer some experience in practical bookkeeping or accounting or cash receipting.
- Valid Utah Driver License

#### **Necessary Knowledge, Skills and Abilities:**

- Some knowledge of bookkeeping and general accounting techniques most appropriate to computerized systems.
- Skill in the operation of personal computer and data entry equipment.
- Ability to use up-to-date computer applications including word processing and spread sheets like Microsoft Word, Excel, etc.
- Ability to work under time pressures in meeting deadlines, with a high degree of accuracy and attention to detail.
- Ability to handle multiple tasks and assignments.
- Excellent interpersonal and customer service skills, and phone etiquette.

- Strong organizational skill set.
- Must be self-motivated and a team player.

### **Tools & Equipment Used:**

- Personal computer, including word processing, spreadsheet, and database software.
- Copier, scanner, fax machine, office phone system, 10-key adding machine, other typical office equipment.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting with typical climate controls. The noise level in the work environment is usually quiet to moderate.

### **Physical Demands:**

The physical demands described here 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 functions.

- Tasks require a variety of physical activities, not generally involving muscular strain, such as sitting, walking, standing, stooping, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity exists. Mental application utilizes memory or details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

### **Position Type/Expected Hours of Work:**

This is a part-time position. Regularly scheduled days of work are Monday through Thursday for five hours a day; totaling 20 hours per week.

### **Competency:**

To perform the job successfully, an individual must demonstrate the following competencies:

- **Attendance/Punctuality:** is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Communication:** speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Professionalism:** approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Team Work:** balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.

### **AAP/EEO Statement:**

Jordanelle Special Service District is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion,

sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.