

## CLERK-ADMINISTRATIVE ASSISTANT

### GENERAL STATEMENT OF DUTIES

**THIS IS A GENERAL OUTLINE OF DUTIES PERFORMED AND IS NOT MEANT TO BE ALL INCLUSIVE OR A LISTING OF DAILY ACTIVITIES.**

Works under the immediate supervision of the Business Office Manager/Treasurer of the District as well as the Operations and Maintenance Supervisor and the indirect supervision of the Board of Directors of the District. Will be required to:

1. Assist the Front Desk as needed with helping customers, receiving and posting payments, and answering phones. Control of deposits will be coordinated with Front Desk and Billing Clerk.
2. Manually verify bank statements and credit card machine statements.
3. Maintain assigned petty cash drawer.
4. Take and prepare Board meeting minutes. Prepare Board member files for meetings. Prepare meeting Agenda and post timely to meet Public Meeting requirements. Responsible for typing accurate meeting minutes, organizing and acquiring the appropriate information for the Board file packets, prepare Resolutions as needed and verify electronic copies are available if needed. Prepare meeting room for meeting which includes cleaning.
5. Maintain election files, records, and responsible for all election information to the County and collection of candidate information.
6. Monitor and complete residential assessment requests. Coordinate with Business Manager on all commercial/industrial property assessments.
7. Assist Operations and Maintenance with tracking of Sewer Evaluation Forms, Grants of Access, and reimbursable billings
8. Assist Operations with GIS entries as needed.
9. Tracking of FOG (Fats, Oils, Grease) forms and updates for Operations and Maintenance.
10. Maintain files in good order. Files should be kept up-to-date and organized in an acceptable and logical manner. Maintain file scanning.
11. Compose and/or type letters as required. Correspondence other than form letters should be verified with the Business Office Manager before sending. Formatting, spelling, and grammar must be accurate on all District correspondence and all correspondence should be sent on District letterhead and scanned to Chronological file.
12. Assist Operations Supervisor with Sewer Main Extension information and coordination. Verifying all payment information with the Office Manager.
13. Maintain proper Audit Files and assist in yearly audit preparation.
14. Must maintain a valid driver's license and proof of vehicle liability insurance must be provided to the office manager.
15. **Remember! You are the cleaning department!** Responsible in helping with any daily/weekly cleaning of office as needed.
16. All other duties as assigned per the Board or the Office Manager and/or Operations Supervisor, always being careful to act in the best interest of the District.