

GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

ADMINISTRATIVE CLERK (Part-Time, Non-Benefitted)

Hourly Rate: \$12 - \$15 per hour DOE

Term: February 16, 2011 – June 30, 2011 (Contract)

Schedule: Monday & Wednesday (8:00am–12:00pm); Thursday – as needed (8:00am–12:00pm)

Scope of Work and Duties

Under general supervision:

- Receptionist: answer telephones, receive, screen and transmit messages; provide general information to the public; greet and route office visitors; make travel arrangements for staff.
- Scanning: Digitize records under staff supervision; organize, create and maintain computerized files.
- Perform various routine clerical duties including word processing, filing, copying, proofreading, scanning, document tracking, binding, retrieving files and posting records; receive, open and process incoming mail; process outgoing mail, other tasks as needed or assigned.
- Compose and type general correspondence letters using word processing and other computer applications; proofread documents for accuracy, completeness, spelling, grammar and punctuation.
- Occasional: Document, verify, log, code and input data into database; prepare and process billings and reports for approval and distribution.

Desired Skills and Experience

- Preparation of meeting agendas; taking, preparing and transcribing of formal meeting minutes, resolutions; scheduling of formal board meetings and associated requirements.
- Knowledge and experience in Excel, Word, Access, MS office, Adobe Acrobat.

Skills and Abilities

- Understand, follow and implement oral and written instructions; deal with the public tactfully and courteously; establish and maintain effective working relationships with staff, other agencies and the public; maintain a calm, professional demeanor.
- Communicate effectively orally and in writing with staff, outside agencies and members of the public. Maintain confidentiality protocols.
- Use databases, spreadsheets and word processing programs to produce reports, mailing lists, specialized form letters and labels; calculate and apply formulas in spreadsheets; use and apply basic math including percentages and decimals.
- Prioritize tasks, keep complex records and/or statistics; maintain accurate digital and hardcopy records.
- Write proficiently, prepare clean and concise reports and correspondence.
- Modern office practices and procedures; basic keyboard techniques, correct English usage, grammar, punctuation and spelling; proper use of common office machines; automated office equipment; letter and report styles and formats.
- Typing at sufficient speed to perform the work of the position (+45 wpm).

Education and Experience

High school diploma and two years work experience in the administrative, clerical and/or accounting fields.

Special Requirements

A valid California driver's license for operation of District vehicles.

Working Conditions

Basically an indoor desk job. The job may require traveling by car. Physical demands include occasional lifting up to 25 lbs., walking, some bending, stooping and squatting. Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Works outside on an infrequent basis or on a regular basis for a short period of time.