



Administrative Clerk

Filing Deadline: This recruitment is open until filled and may close without notice. The first review of applications will be on **August 11, 2025, and interviews will be tentatively scheduled the week of August 18th or 25th.** It is recommended that interested candidates apply immediately.

This is a part-time position working up to 19 hours a week.



CHINO BASIN
**Water
Conservation
District**

**Waterwise
Community
Center**

ADMINISTRATIVE CLERK

THE POSITION

The Administrative Clerk performs basic clerical duties and functions under direct supervision from the Administrative Services Manager/Assistant General Manager and supports the General Manager. The incumbent in this position does not routinely exercise supervision.

Under administrative direction, performs a variety of basic-skilled duties to support office staff and administrative services. Provides basic clerical/administrative duties, financial record keeping, processes mail, performs general office functions, orders office supplies, maintains office calendars, makes travel arrangements, greets visitors in person and on the telephone, assists the public visiting the District facilities, maintains cleanliness of front lobby/meeting rooms, and supports preparations for meetings.

ESSENTIAL FUNCTIONS **

**SEE JOB DESCRIPTION FOR COMPLETE JOB DETAILS

Board of Directors/Committee Support:

- Assembles and delivers agenda packets and other documents/informational materials to Board Members.
- Sets up for Board/Committee meetings and cleans up afterward.

Financial Support:

May assist in the following duties in the absence of the Administrative Assistant I/II:

- Assists with accounts receivable and accounts payable functions.
- Gathers and files District payroll documents and other pertinent information.
- Prepares and records County property tax income deposits and reports.
- Processes/records bank deposits and cash and maintains bank statements.
- Assists with processing District checks as needed.
- Processes and mails signed accounts payable checks.
- Assists with locating and maintaining files for annual financial audit.
- Assists with Cal Card reconciliation as needed.
- Creates and runs various reports for all departments as requested.

Communication:

- Assists with telephone system administration duties.
- Greets and directs visitors to appropriate person, screens management calls, locates employees for callers, and directs callers to or assists callers with program and workshop information and filling out the Districts online forms, if necessary.
- Handles telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.
- Processes, logs, and delivers all incoming mail. Processes all outgoing mail: copies, types, provides postage, and delivers to post office when required. Handles all special and/or overnight mail including Federal Express, UPS, Express Mail, and certified mail.

General Administrative Support:

May assist in the following duties in the absence of the Administrative Assistant I/II:

- Responsible for the following duties in the absence of the Administrative Assistant I/II:
- Assists with preparing for activities associated with District special and ongoing events and activities.
- Responsible for facility opening and closing procedures, including outside bathrooms and garden.
- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Performs general records management duties including creating and maintaining files, central filing, archives, library, electronic storage, and purging out-of-date files when required.
- Orders District Business Cards as needed.
- Provides clerical support and word processing assistance to the Administrative Services Department.
- Performs related duties or special projects as assigned.
- Proofreads agendas, minutes, announcements, letters, reports, and other materials as requested.
- For District-sponsored events, assists with ordering food and room set up, nametags, guest lists, and other basic tasks.
- For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.
- Prepares and sets up for all District meetings, including staff meetings, and cleans up afterwards.
- Responsible for maintaining copier, including programming users.
- Monitors and records visitor data.
- Runs errands as requested.
- Supports maintenance, organization, and tidiness of District kitchen and common areas.
- Maintains District's Outlook shared calendars.
- Maintains appropriate levels of office, kitchen, janitorial, and facility supplies.
- Coordinates District wide janitorial and laundry services with vendor.
- Gathers and prepares recycling for disposal.
- Serves as backup for all administrative duties performed in the absence of the Administrative Assistants.
- Performs any additional duties as needed or assigned.

COMPENSATION & APPLICATION PROCESS

THE IDEAL CANDIDATE

The ideal candidate will establish professional working relationships with all levels of the organization and work effectively within the Administrative Services Department. This individual should be energetic, self-motivated, service oriented, detail oriented, flexible, and be able to multi-task effectively in a quick paced environment. The successful candidate should be able to work independently with minimal direction and be a team-player.

Receives direct supervision from the Assistant General Manager. The incumbent in this position does not routinely exercise supervision.

EDUCATION AND EXPERIENCE

Minimum High School Diploma or GED is required. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties, supplemented by specialized clerical training.

Minimum of six (6) months to one year of basic/intermediate experience such as a front desk representative, administrative clerk, administrative assistant, or relevant clerical experience.

Ability to type 35+ words per minute with speed and accuracy.

Conversational Spanish speaker is preferred, but not required.

COMPETENCIES

Knowledge of:

- Basic/intermediate technical experience in Microsoft Office products, and Adobe Acrobat.
- Basic office procedures, knowledge of office equipment, general filing techniques and standard telephone etiquette/techniques.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Research and reporting methods, techniques, and procedures.
- Minimum of 1-2 years of basic clerical/administrative experience directly related to the primary duties and essential functions, preferably with a public agency.
- QuickBooks experience (invoicing, financial reports, bank statement reconciliation, accounts payable, accounts receivable) is desired, but not required.

Skills in:

- Strongly Customer/Client service oriented.
- Basic technical skills.
- Basic oral and written communication proficiency.
- Proficient typing and 10-key pad skills.
- Proficient techniques for record keeping, report preparation, and writing.
- Proper English, spelling, and grammar.
- Basic principles of mathematics.
- Strong customer service skills.
- Ability to work individually and as part of a team, under general supervision.
- Ability to prioritize and organize workload.
- Detail oriented.
- Comply with the District's policies and procedures.
- Establish and maintain cooperative relationships with internal and external contacts in the course of work.
- Project a professional image and communicate effectively both orally and in written form, with proper English usage.
- Safely and efficiently use a variety of hand tools, cleaning solutions, and equipment in the performance of janitorial and office type work.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.
- Proofread documents to ensure accuracy in spelling, punctuation, and grammar.
- Administer District's telephone system, as required.
- Assist the Administrative Services Manager with projects where needed.
- Work safely and efficiently with general supervision.
- Assist with the operation and troubleshooting of standard office equipment (copier, fax, printers, computers).

COMPENSATION: The position offers a competitive salary with a highly attractive benefits package. This is a part-time hourly/non-exempt position with a starting hourly rate based on the competitive labor market and the successful candidate's qualifications. **The salary range for this position is \$24.73-\$32.44 per hour (3% COLA effective January 1, 2026).**

The benefits below are only offered to regular full-time employees of the District:

RETIREMENT: The District contracts with the California Public Employees' Retirement System (CalPERS) for retirement benefits. For employees in CalPERS prior to January 2013, the retirement formula is 2.0% at 60 and the District pays the employee portion of the CalPERS benefit. For employees not in CalPERS prior to January 2013, the retirement formula is 2.0% at 62 and the employee pays 7.75% of the CalPERS benefit. This is provided for full-time and part-time staff working at least 1,000 hours per year. Participation in a 457 deferred compensation plan is available through CalPERS Deferred Compensation Plan. Enrollment is voluntary and 100% employee paid.

HEALTH COVERAGE (MEDICAL/DENTAL/VISION): The District offers medical, vision, and dental health coverage for full-time staff through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA). Medical insurance choices include Kaiser HMO and a variety of Anthem Blue Cross individual and family plans. Vision coverage is provided by VSP and dental coverage is provided by Delta Dental. The District funds up to \$2,337.50 a month for health coverage and employees are responsible for paying the balance over that amount.

LIFE AND AD&D INSURANCE: Life insurance is 100% paid by the District, providing \$50,000 for full-time staff, with an additional Accidental Death and Dismemberment coverage available at employees' expense.

LONG/SHORT TERM DISABILITY: Long and short-term disability insurance is 100% paid by the District for full-time staff.

HOLIDAYS: The District observes 12 paid holidays and 2 paid floating holidays throughout the year.

VACATION: The District provides full-time employees with 96 hours of annual vacation accrual, increasing to 160 hours after 10 years of services. Part-Time Employees: Not eligible for paid vacation.

SICK LEAVE: Regular full-time employees accrue sick leave at the rate of 80 hours per year and may accrue up to a maximum of 176 hours. (1 hour for every 30 hours worked for part-time employees)

HOW TO APPLY: See full job description and apply online at cbwcd.org/jobs. **Please fill out the online application in its entirety and upload a cover letter and resume.** Only complete applications will be considered.

First review of applications will be **Monday, August 11, 2025**. This recruitment is open until filled and may close at any time.

This recruitment will be handled with strict confidentiality. The District will review and screen applications and invite qualified candidates to an interview. References for finalist will be contacted after a candidate is selected.

EQUAL OPPORTUNITY EMPLOYER: The District is committed to recruiting and retaining a highly qualified and diverse workforce. It is the District's goal that people of all races, genders, color, ethnicity, religion, national origin or ancestry, age, marital status, sexual orientation, gender identity, disability, medical condition, pregnancy, veteran's status, or association with individuals with these characteristics have access to District employment opportunities. For additional information, please contact (909) 626-2711 or jobs@cbwcd.org.