



POSITION	ADMINISTRATIVE CLERK
SALARY GRADE	115
DATE	TBD

ABOUT THE DISTRICT

The Chino Basin Water Conservation District (District) is recognized as an innovative and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region are met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Administrative Services Department works with the General Manager on the business and personnel functions of the District.

ABOUT 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.

The Administrative Clerk position differs from the Administrative Assistant I position in that the Administrative Clerk position is assigned basic, routine, and supporting duties for the Administrative Services Department. Assists in maintaining the District's filing system, supporting accounts payable functions, and providing general clerical and administrative services. This may be part-time or full-time, up to 40 hours per week (no more than 19 hours per week for part-time), non-exempt under FSLA standards, and hourly position that works a standard 8:00 a.m. to 4:30 p.m. work schedule Monday-Friday. This position requires occasional evenings and weekend work.

OBJECTIVE

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

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all duties and responsibilities of the classification.

Board of Director/Committee Support:

Responsible for the following duties in the absence of the Administrative Assistant I/II/or is responsible for:

- 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:

Responsible for the following duties:

- 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.

THIS JOB SPECIFICATION IS UNDER REVIEW AND MAY CHANGE BY TIME OF HIRE

- 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 Clerical/Staff Support:

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.

COMPETENCIES

Knowledge and Experience:

- Basic/Intermediate technical experience in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and/or other related software.
- 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.
- Basic office procedures, knowledge of office equipment, general filing techniques and standard telephone etiquette/techniques.

Skills and Abilities:

- 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.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Basic principles of mathematics.
- Strong customer service skills.
- Bilingual Spanish language skills is highly desirable, but not required.
- 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.
- Work overtime or on various shifts as assigned.
- Administer District's telephone system, as required.
- Assist the Administrative Services Manager with projects where needed.
- Work safely and efficiently with general supervision.

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- Assist with the operation and troubleshooting of standard office equipment (copier, fax, printers, computers).
- Assist with gathering data and compiling information for the preparation of reports.
- Interact professionally with other employees, customers, the public, and vendors.
- Perform mathematical calculations quickly and accurately.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.

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 (1) 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.
- Basic/intermediate technical experience in MS Office (Word, Excel, PowerPoint, Outlook, Projects, and Access) and Adobe Acrobat.
- Conversational Spanish speaker is preferred, but not required.

WORK ENVIRONMENT

- Standard office environment.
- Uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and has frequent interaction with staff and the public.

PHYSICAL DEMANDS

- Work in an office environment, lift, and move objects up to 20 pounds such as large binders, books, boxes, and office equipment.
- Possess aided or unaided hearing and vision within normal ranges.
- Frequent travel by automobile in conducting District business.
- Keyboarding, filing, organizing, and proficiently using a computer and other office equipment.
- Sitting for extended time periods.
- Safely use office equipment such as a computer, printer, copier, and fax machine.
- Regular use of a telephone for communication.
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Safely mix and apply chemicals used to clean and disinfect restrooms and other office environments.

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- Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.
- Extended standing, walking, sitting, reaching, climbing, and bending.
- Use both hands and fingers to perform keyboarding strokes and to grip, grasp and manipulate various types of office equipment and supplies. Some repetitive pushing/pulling with the use of the arms and/or hands, twisting of the wrist and or elbows may be performed throughout the work shift. These functions will be intermittently performed for moderate to extended periods ranging from 30-60 minutes for daily totals between five (5) to seven (7) hours.

ADDITIONAL QUALIFICATIONS

- None