



Job Announcement—Clerical Staff (Clerk 1)

Compensation: \$16.62 – \$20.24 per hour, Depending on Qualifications, Medical, Dental, Life Insurance and Retirement

2022 HUDSON STREET, BURNLEY, CA 96013 (530) 335-3582

If you are interested in a rewarding and challenging position, the Burney Water District has an opportunity for you. The Clerk 1 position assists office staff in customer service, clerical/business practices, mathematics, filing, and must be familiar with Microsoft Word and other Office programs. This position qualifies for paid vacation/holidays, sick leave, health insurance and other employment benefits.

The successful candidate will perform clerical work requiring basic knowledge of office methods and equipment and a capacity to learn and assist in a variety of pertinent financial and statistical record keeping procedures, precedents and policies; This is considered an entry level position and a person in this position would be expected to advance in skills and knowledge through work and training. Also, we welcome your application if you have experience in similar work.

Currently, office staff are scheduled to work five days per week, M-F, 8 a.m. to 4:45 p.m. The office is closed from 12:00 to 1:00 pm, M-F. On occasion, staff may be required to work additional hours.

The ideal candidate shares the District's commitment to public service and values professionalism, teamwork, initiative, and communication, takes pride in a job well done, and seeks continued challenges and opportunities.

Salary Range is \$34,570 – \$42,099 annually, depending on qualifications. The District offers a generous benefit plan that includes Medical, Dental, Vision, and group Life Insurance. The District participates in the Public Employee Retirement System (PERS) and employees can voluntarily participate in the CalPERS Supplemental Income 457 Plan. The District staff enjoy 12 paid holidays, 3 additional paid days off/year, and accrued vacation and sick leave.

APPLICATION INSTRUCTIONS

Please go to our website, burneywater.org/office-clerk-1-full-time for an application, job description, and Memorandum of Understanding.

Submit applications at the District Office or through our website at burneywater.org/office-clerk-1-full-time.

Applications will be accepted until the position is filled.