

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 09/01/06

TITLE: RECEPTIONIST/CLERK

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs clerical and support services for the Authority. Reports to the Director of Human Resources & Safety.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Greet visitors, answer and route telephone calls and take messages.
2. Perform photocopying and filing.
3. Prepare correspondence, including proofreading and mailing.
4. Assist in the preparation and distribution of regulatory reports.
5. Order office supplies; organize and maintain office supply rooms.
6. Coordinate, plan, and order supplies for staff meetings, lunches, and parties.
7. Coordinate and distribute birthday cards.
8. Assist in coordinating Sunshine Committee Events.
9. Maintain postage meter with adequate postage, fill paper in faxes, copiers and printers.
10. Responsible for picking up and distributing incoming mail; posting and delivering outgoing mail.
11. Input data into various VVWRA databases.
12. Prepare miscellaneous Excel spreadsheets as needed.
13. Maintain a clean and safe work area and adhere to all safety requirements.
14. Communicate effectively and establish and maintain effective working relationships with others.
15. Use a personal computer for word processing, databases, and spreadsheets.
16. Perform other related duties as required

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Ability to:

Communicate effectively orally and in writing.

Compose correspondence.

Understand and practice methods and techniques of proper phone etiquette.

File correspondence and other records according to subject matter or in alphabetical or numerical order.

Frequently use a personal computer for long periods of time.

Sit for long periods of time.

Work regular hours Monday through Friday, 7:30 a.m.–4:00 p.m., Board Meeting days 7:00 a.m.–3:30 p.m.

Respond to requests and inquiries from the general public.

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

Must possess a minimum of a high school diploma or general education degree (GED), and possess and maintain in good standing a valid State of California Class C Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with moderate noise level.

Physical: Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.