



AN EQUAL OPPORTUNITY EMPLOYER

Employee Job Description

Seasonal Office Clerk

Reports to: Business Operations Manager
Classification: Hourly (non-exempt) PT or FT

Department: Administration
Grade: 1 (\$10.00 - \$15.00/hour)

Area of Responsibilities: Performs various clerical duties as-needed. Assists in preserving and maintaining Del-Co's files and records.

Summary of Responsibilities:

- Create or update records with new files and information.
- Examine documents for completeness, accuracy, and conformance to standards.
- Gather materials to be filed from departments or employees.
- Modify or improve filing systems or implement new filing systems.
- Help organize and maintain office common areas.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information.
- Collect information and perform data entry.
- Type, format, or edit routine memos or other reports.
- Operate office equipment such as a photocopier, scanner, paper shredder, telephone and personal computer.
- Other office duties as assigned.

Qualifications:

- High School diploma or GED required.
- Individual must be able to work as part of a team and maintain effective working relationships with associates and the general public.
- Knowledge of personal computers including Microsoft Office suite.
- Data entry experience is highly desirable.
- Excellent organizational skills and attention to detail.
- Exceptional verbal and written communications skills required.
- A valid Ohio driver license with acceptable driving record.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The

employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Submit your resume and cover letter to:

HR@delcowater.org

Deadline to Apply: 5/8/19

This position description is not to be construed as an exhaustive statement of accountabilities, duties, or responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. Del-Co Water Company reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions of the position.