

HYDRO CLERK

Definition:

Under general supervision, performs a wide variety of administrative, secretarial and clerical tasks in support of the Department Manager and staff.

Distinguishing Characteristics:

This is a single position, non-exempt classification in the Power System bargaining unit that serves as the receptionist, department secretary and accounting clerk for the Power System office in Foresthill. It is distinguished from other clerical classes by the requirements for broad skill in all areas of clerical support, bookkeeping, office organization, record keeping and supervision and training of part-time staff. Most duties are performed in an office environment and include frequent bending, reaching, standing, lifting up to 35 lbs., regular operation of a personal computer, sitting for long periods of time and frequent use of the telephone and regular use of a two-way radio. May occasionally operate a motor vehicle in inclement weather.

Examples of Duties:

- provides administrative and clerical support for the Department Manager and staff;
- gathers and prepares data for reports required by regulatory agencies;
- assists in maintaining accounting records;
- enters timecard and invoice information into the computer system;
- serves as receptionist for the Foresthill office;
- may coordinate arrangements for visits to Agency facilities;
- supervises temporary help in the office;
- performs administrative research;
- prepares requisitions and field purchase orders in the computer system;
- receives materials in the computer system based on information received from others;
- operates a personal computer to compile and maintain inventory, drawing control, correspondence and other word processing, spreadsheet or database tasks;
- prepares bills for power sold and prepares withdrawal requests;
- may make travel arrangements for others, assist in the preparation of the department budget, manage petty cash, performs filing, typing, copying, faxing, scanning and transcribing, and all other duties as assigned.

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Qualifications:

Knowledge of:

- modern office procedures, basic arithmetic, correct English usage, spelling, grammar and punctuation;
- principles of record management;
- basic bookkeeping principles and practices;
- commonly used personal computer software programs;
- basic purchasing and receiving principles and practices;
- principles of supervision and training.

Ability to:

- deal courteously and effectively with the public;
- must be able to type accurately from clear copy at a rate of not less than 45 words per minute;
- operate a personal computer;
- keep basic accounting and timekeeping records and enter them into a computer system;
- operate a variety of common office equipment effectively;
- gather data and present it in a readable format;
- develop and maintain various accounting records;
- prepare detailed reports for outside parties;
- plan, organize and supervise the work of other staff;
- coordinate visit arrangements for outside groups;
- maintain records in accordance with established practices and policies, establish and maintain cooperative working relationships with others;
- follow oral and written instructions.

Education/Experience:

Sufficient education training and experience to demonstrate the knowledge, skills and abilities listed below. These would normally be acquired by education equivalent to graduation from high school and four years of increasingly responsible clerical and bookkeeping experience. An Associate degree in accounting or equivalent accounting experience is desirable.

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License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.