

**LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
EMPLOYMENT OPPORTUNITY NOTICE**

9751 Merced Falls Rd
La Grange, CA 95329
(209) 852-2331

ACCOUNTS CLERK 2 – Full-Time \$24.67 - \$29.98 Hr.

Under the supervision of the General Manager, this position performs clerical duties, light accounting, filing, data input, and office procedures supporting District administrative functions.

Duties Include:

- Maintains records and prepares computer input for water usage billing
- Processes mail, payments, deposits, receivables, and billing correspondence
- Assists with accounting and financial record keeping
- Provides customer service by phone and in person
- Prepares reports, maintains files, and performs general office procedures

Minimum Qualifications:

- High School Diploma or GED
- Valid California Driver's License
- Customer service, data entry, clerical, or financial record-keeping experience
- Computer and office equipment proficiency

ACCOUNTS CLERK I – Full-Time \$21.20 - \$25.77 Hr.

Duties Include:

- Clerical and light accounting support
- Data entry and billing assistance
- Mail processing and posting receivables
- Customer service (phone & in-person)
- Office supply inventory and general administrative support

Preferred Experience:

- Customer service, clerical work, data entry, or financial record-keeping

TEMPORARY PART-TIME OFFICE STAFF / RECEPTIONIST \$17.86 - \$21.71 Hr.

Duties Include:

- Front-office reception and customer service
- Data entry and record maintenance
- Daily receivables posting
- Mail handling and correspondence support
- Filing and general office procedures

Minimum Requirements for All Positions

- High School Diploma or GED
- Valid California Driver's License
- Ability to pass District medical and drug/alcohol testing
- Computer proficiency and professional communication skills

HOW TO APPLY - Submit an LDPCSD employment application and résumé to the District office. Applications can be obtained at www.ldpcsd.org or the District office. Applications accepted until positions are filled.