

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
EMPLOYMENT OPPORTUNITIES

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

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 Both 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.**