



JOIN OUR TEAM!

Groveland Community Services District is seeking an

Administrative Services Technician I, II, or III

I Salary Range: \$21.95-\$26.68 • II Salary Range: \$24.23-\$29.45 • III Salary Range: \$28.10-\$34.15

Application Deadline: September 23rd, 2022

Apply at: <https://www.gcsd.org/current-openings>

Why Apply?

- **Work/Life Balance** - 9/80 work schedule and schedule flexibility
- **Competitive Market Pay for Our Region and Excellent Benefits** - Up to 3% annual COLA increases; Merit salary increases of 5% based on performance; CalPERS Pension - Classic Members 2.7% @ 55 and 2% @ 62 for PEPRA Members; 100% District paid health, dental, and vision insurance for employees and family

What We Do

The District is responsible for providing water, wastewater treatment, fire protection, and park services to the community. The GCSGD community consists of Big Oak Flat, Groveland, Pine Mountain Lake, and some small surrounding areas.



Pine Mountain Lake located in Groveland, CA



Yosemite National Park near Groveland, CA

Area

Looking to get out of the city or valley grind, or just a change of scenery? GCSGD is located in a picturesque gold-rush era foothill community 25 miles from Yosemite National Park. Hiking, fishing, hunting, boating, camping, and golfing are just some of the activities that are enjoyed in our backyard.

See the other side for more information about the position.

About The Position

Operating under varying degrees of supervision, depending on the level within the Series, the Administrative Services Technician is expected to learn, perform, and advance in their duties within the District. Those duties include customer billing, assisting with customer service inquiries, answering phone calls, and processing payments and cash receipts. They also include purchasing, maintaining an asset inventory, creating and maintaining records of documents, performing department support, and contributing to District programs and initiatives as needed.

The ideal candidate must be able to work with a team, be self-motivated, and have a strong work ethic. They need to be physically able to perform the required job duties and enjoy working with the public and co-workers. The District is looking for those who strive for continuous improvement, advancement, and exceptional job performance. Experience within the water and wastewater industry is also desirable.

Examples of Duties

Essential duties and responsibilities include, but are not limited to:

- Answering phone calls
- Taking customer payments
- Processing cash receipts
- Processing utility billing
- Pick up mail and distribute to appropriate staff
- Monitor delinquent accounts
- Process tenant applications for service and property deed transfers
- Generate and close service requests
- Compile complex data for special reports
- Generate lock offs
- Process account adjustments
- Assist Office Manager/District Secretary with Board functions and duties
- Prepare correspondences
- Create escrow demands
- Process applications for water and/or sewer service
- Assist with accounting responsibilities
- Perform purchasing tasks
- Perform filing tasks
- Manage park events
- Participate in the On Call program

Basic Entry-Level Requirements

- Possess an Associates degree or have five years of progressively more responsible secretarial/administrative experience, preferably in public agencies or non-profit organizations
- Pass a drug and physical test
- Have knowledge and proficiency in Microsoft Office Suite
- Know basic accounting principles
- Ability to operate a variety of office equipment, including computers, copy machines, FAX machines, typewriters, and postage machines
- Demonstrated organizational skills
- Demonstrated written and verbal communication skills
- Ability to represent the District in a positive and courteous manner
- Ability to understand and carry out oral and written directions
- Ability to establish and maintain cooperative and effective working relationships with those contacted in the course of work