

# Accepting Applications

**Accounts Clerk I - Administrative Secretary I (experienced)**

**\*APPLICATIONS DUE BY 5 PM, FRIDAY 12/5/2025\***

## Summary of Employment Requirements

**Compensation:** Full-time hourly Position- \$20.77-\$34.16/hr starting wage DOE.

**Benefits:** Calpers Retirement, Medical, Lifetime Medical Benefits, Dental, Paid sick leave, Paid holidays, Uniform allowance (full benefit descriptions/policies available at district office).

**Job Description:** See Policy #2360, 2370, 2371 (Descriptions attached).

### **Additional Candidate Requirements:**

- **Working Conditions:** Work is performed primarily in an office environment and requires the ability to sit or stand for extended periods; lift and carry office materials up to 25 pounds; reach, bend, and perform tasks requiring standard upper-body mobility; operate office equipment; and use a computer for prolonged periods. Must be able to hear and respond to telephones, customers, alarms, and office communications.
- **Pre-Employment Background Verification/Testing:** Candidates will successfully pass a pre-employment physical examination and drug/alcohol screening test, provided at District expense.
- **Work Schedule:** M-F 8am – 5pm and all after hours Board Meetings (overtime). Schedule subject to change at General Manager's discretion.
- **A Pre-Employment Aptitude Skills Test (verbal/written)** will be required of all applicants for this employment opportunity.
- 9 semester units of accounting or 1 year of responsible clerical and secretarial experience.

Arrowbear Park County Water District is an Equal Opportunity Employer

### **Selection Process:**

Following administrative review of all properly completed Applications and Skills Tests, as well as a review of background records, including credit check, a selection will be made for the candidate whose qualifications best meet the District's needs for this employment opportunity.

To Apply:

Download application from [arrowbearwater.org](http://arrowbearwater.org), or stop by the District office (2365 Fir Drive, Arrowbear Lake), to pick up an application.

Email completed application to: [apcwdmail@gmail.com](mailto:apcwdmail@gmail.com) Call for any questions: (909) 867-2704

**POLICY TITLE:** Job Description – Account Clerk I  
**POLICY NUMBER:** 2370

**2370.10**      Description. Under supervision of the Administrative Secretary: acts as Secretary to the General Manager; receives bills and processes for payment; maintains ledgers and records of payments and expenditures; posts receipts; operates computer to perform all accounting, payroll, data base management and word processing functions; sets up new accounts; prepares payroll and quarterly reports; computes payroll taxes withheld; opens and distributes mail; prepares bank deposits; responds to public inquiries; maintains correspondence files; and, types, files and assists in other office work. *Additional responsibilities are to prepare agendas, attend board meetings, take minutes, and transcribe recorded minutes in lieu of or in the absence of an Administrative Secretary (1).*

**2370.20**      Required Qualifications. He/she must possess one (1) year of responsible clerical and secretarial experience, and in keeping or reviewing accounting or fiscal records (nine semester units of job-related education in accounting may be substituted.) He/she must have the equivalent to completion of high school (grade 12), preferably including or supplemented by courses in bookkeeping.

**2370.30**      Desirable Qualifications. He/she should have knowledge of: methods, practices and terminology used in financial clerical work; and, modern office methods, practices and procedures.

**2370.31**      He/she should have the ability to: post financial data and to make arithmetical calculations rapidly and accurately; operate computer, adding, and calculating machines; operate typewriter; understand and carry out oral and written directions; and, maintain cooperative relations with those contacted in the course of work.

**POLICY TITLE:                      Job Description – Account Clerk II**  
**POLICY NUMBER:                2371**

**2371.10**        Description. Under supervision of the Administrative Secretary: acts as Secretary to the General Manager; receives bills and processes for payment; maintains ledgers and records of payments and expenditures; posts receipts; operates computer to perform all accounting, payroll, data base management and word processing functions; sets up new accounts; prepares payroll and quarterly reports; computes payroll taxes withheld; opens and distributes mail; prepares bank deposits; responds to public inquiries; maintains correspondence files; and, types, files and assists in other office work. *Additional responsibilities are to prepare agendas, attend board meetings, take minutes, and transcribe recorded minutes in lieu of or in the absence of an Administrative Secretary (I).*

**2371.20**        Required Qualifications. He/she must have completed 5 years as an Account Clerk I or at the discretion of the General Manager possess five (5) years of responsible clerical and secretarial experience, and in keeping or reviewing accounting or fiscal records (nine semester units of job-related education in accounting may be substituted.) He/she must have the equivalent to completion of high school (grade 12), preferably including or supplemented by courses in bookkeeping.

**2371.30**        Desirable Qualifications. He/she should have knowledge of: methods, practices and terminology used in financial clerical work; and, modern office methods, practices and procedures.

**2371.31**        He/she should have the ability to: post financial data and to make arithmetical calculations rapidly and accurately; operate computer, adding, and calculating machines; operate typewriter; understand and carry out oral and written directions; and, maintain cooperative relations with those contacted in the course of work.

**POLICY TITLE:                      Job Description – Administrative Secretary I**  
**POLICY NUMBER:                2360**

**2360.10**        Description. Under supervision of the General Manager: acts as Secretary to the Board of Directors, District Accountant, District Treasurer and District Clerk, all subject to annual appointment by the Board.

**2360.11**        The Administrative Secretary serves as secretary to the General Manager; *receives bills and processes for payment; maintains ledgers and records of payments and expenditures; posts receipts; operates computer to perform all accounting, payroll, data base management and word processing functions; sets up new accounts; prepares payroll and quarterly reports; computes payroll taxes withheld; opens and distributes mail; prepares bank deposits; responds to public inquiries; maintains correspondence files; writes reports and letters; types, files and assists in other office work;* (1) attends to administrative detail on special matters assigned by the General Manager; composes correspondence on own initiative on matters not requiring personal attention of the General Manager; writes reports and letters; and, acts as office manager in the absence of the General Manager.

**2360.12**        The Administrative Secretary prepares agenda and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers and the general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board and the General Manager.

**2360.13**        The Administrative Secretary acts as District Treasurer, being responsible, under the direction of the General Manager, for depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity; and, makes deposits and withdrawals.

**2360.20**        Required Qualifications. He/she must possess four (4) years of increasingly responsible clerical and secretarial experience, and in keeping or reviewing accounting or fiscal records (equivalent job-related education in accounting may be substituted for a maximum of two (2) years of experience on the basis of nine (9) semester units of accounting for one year of experience).

**2360.21**        He/she must have completed twelve (12) semester hours of professional accounting (one year of additional qualifying experience may be substituted for the education requirement), and the equivalent to completion of high school (grade 12).

**2360.22**        He/she shall possess a valid California driver's license.

**2360.30**        Desirable Qualifications. He/she should have knowledge of: modern office methods, practices and equipment; and techniques of business letter and report writing.

**2360.31**        He/she should have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently or from general directions; take, transcribe and edit Board material and minutes quickly and accurately; type at a speed of not less than sixty (60) words per minute from clear copy; and, maintain cooperative relationships with those contacted in the course of work.

**2360.32**        He/she should have the ability to: plan, organize and supervise the work of others

in the performance of financial record-keeping and general clerical work; express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a primary source of reference for assigned areas of responsibility.

**2360.33** He/she should have thorough knowledge of the principles and practices of financial record-keeping, basic principles of accounting, computerized accounting and principles of effective supervision.