



# PART-TIME POSITION

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CIRCLE OAKS COUNTRY WATER DISTRICT

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SUBMIT RESUMES TO: [COCWD@CIRCLE-OAKS.COM](mailto:COCWD@CIRCLE-OAKS.COM)

POSITION: DISTRICT SECRETARY

HOURS: 9AM TO 12PM, MONDAY – FRIDAY

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## MUST HAVE

- EXPERIENCE IN OFFICE WORK REQUIRED
  - EXPERIENCE IN BILLING & RECEIVING
  - HAVE EXCELLENT CUSTOMER SERVICE SKILLS
  - QUICKBOOKS CERTIFIED
  - MICROSOFT WORD PROFICIENT
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## DUTIES

- ANSWERING CALLS
- RESPONDING TO VOICEMAILS & EMAILS
- SETTING UP NEW ACCOUNTS
- DAILY BILLING TO BILLING SOFTWARE & QUICKBOOKS
- REMOTE DEPOSITS
- MONTHLY CUSTOMER BILLING
- BILLING RECTIFICATION
- ATTEND BOARD MEETINGS TO TAKE MEETING MINUTES
- TYPE AND FORMAT MEETING MINUTES
- UPDATE & MAINTAIN WEBSITE
- TYPE AND FORMAT AGENDAS
- POST AGENDAS ON BULLITEN BOARDS
- PICKUP MAIL DAILY