

**CARSON WATER SUBCONSERVANCY DISTRICT
PART-TIME WATERSHED PROGRAM OFFICE CLERK**

DEFINITION:

Under general direction of the Watershed Program Manager, performs various clerical duties and assists with the administration of the Watershed Program.

DISTINGUISHING CHARACTERISTICS:

This is a part-time position (up to 12 hours per week).

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Assists with preparation of original documents, such as correspondence, planning documents, public outreach materials, and grant applications
2. Answers phone calls
3. Organizes and keeps files up-to-date
4. Assists with preparation of agendas, meeting notes and invoices, including taking notes during meetings
5. Organizes and maintains files, e-mail lists, mailing lists and contact information
6. Assists with newsletter, including proof-reading and mailing
7. Assists with maintaining website
8. Runs errands
9. Conducts research on various program related issues
10. Assists with development and maintenance of community outreach displays
11. Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- English usage, spelling, grammar and punctuation
- Business letter writing and report preparation using Microsoft Word
- Principles and procedures of bookkeeping using Microsoft Excel
- Modern office methods, practices, procedures and computer equipment to include use of Microsoft Outlook
- Word processing and document formatting

Ability to:

- Work in an organized and flexible manner
- Pay attention to detail
- Be trustworthy and reliable
- Communicate effectively through written and oral skills
- Establish and maintain cooperative working relationships with those contacted in the course of work

EXPERIENCE AND/OR TRAINING MINIMUM QUALIFICATIONS: Any combination equivalent to experience and education that would likely provide the required knowledge and abilities.

Possession of a high school diploma or the equivalent, and two years of work experience in an office environment.

PHYSICAL DEMANDS: The physical requirements described here are fundamental for an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Light lifting (up to 30 pounds) is occasionally required. Able to work outside and walk on uneven ground.

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

SPECIAL CONDITIONS:

A valid Nevada driver=s license is required.

IF OFFERED EMPLOYMENT, CANDIDATES MAY BE REQUIRED TO SUBMIT TO AN EXTENSIVE BACKGROUND INVESTIGATION. FAILURE TO PASS BACKGROUND INVESTIGATION WILL RESULT IN REMOVAL FROM THE POSITION.

Employee may be required to work some weekends, holidays, and overtime. Work week may be flexible.

FLSA Status: Non-Exempt