

# Public Water Supply District No. 3 of Johnson County

## Part-Time Office Clerk

Hourly Range \$13.00 - \$23.00

### **POSITION OVERVIEW:**

This part-time position will be responsible for documenting and assisting with the setting up of new laboratory procedures for a wastewater treatment facility. Duties will include general office services, record keeping, updating existing district plans, and assisting in the creation of new plans and procedures.

### **PRIMARY DUTIES**

- Set up and organize new wastewater treatment plant laboratory.
- Review and update existing district plans.
- Assist with the creation of new plans and procedures for a wastewater treatment laboratory.
- Assist with submitting monthly test results.
- Operate electronic and computerized office equipment.
- File records and documents.
- Perform other necessary tasks as directed by the General Manager.

### **GENERAL DUTIES**

- Comply with Missouri Sunshine Law and record requests.
- Clean the office facilities as needed.
- Meets the requirements of the Employee Handbook.
- Coordinates work absences with the General Manager.
- Be responsible in arriving and leaving work on time and completing time sheets.
- Maintains a professional image through team attitude, appearance and daily activities.
- Schedule time off in advance with General Manager's approval.
- Work with fellow employees in a professional manner.
- Always be professional with public communications.
- Excellent organization, communication, and computer skills.

### **ABILITY TO:**

- Learn job-related material primarily through oral instruction and observation in an on-the-job training setting.
- Work cooperatively with other employees and the public.
- Understand and follow oral and written instructions in the English language.
- Clearly communicate verbally via in person or phone with co-workers, customers, and the general public in a one-on-one situation.
- Compute simple mathematical calculations.
- Handle multiple tasks simultaneously.

Applications can be sent to 106 SE 421st Rd. Warrensburg, MO 64093.

**Public Water Supply District No. 3**  
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