

TITLE: SEASONAL SEWER SYSTEM CLERICAL WORKER

FLSA: Nonexempt

GENERAL SUMMARY

Provides clerical and general assistance to the Sewer System Department. Prepares letters of completed sewer repairs, filing, and scanning duties. Reports to the Administrative Supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Performs research and prepares letters of completed repairs for participants in the District's Building Sanitary Service Repair Assistance Program, Overhead Sewer Reimbursement Program, Infiltration and Inflow Removal Program, and Reimbursement Program for Sewer Backups Caused by Public Sanitary Sewer Blockages.
- 2) Scanning and filing of documentation related to completed repairs.
- 3) Performs other duties or special projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- 1) Six months of related work experience (preferred, but not required).
- 2) Ability to operate office machines, including data and word processing equipment, adding machine, copier, scanner, and other office equipment.
- 3) Requires a high level of accuracy and confidentiality.
- 4) Highly organized and detail oriented.
- 5) Requires ability to work independently with minimal supervision and have superior time management skills.

PHYSICAL ABILITIES REQUIRED

- 1) Ability to operate required office equipment in order to send and receive information with necessary optical, auditory, and manual dexterity.
- 2) Ability to use a keyboard to enter, retrieve, or transform words and data.
- 3) Ability to closely examine computer screen or written reports and proofread and check documents for errors.
- 4) Ability to walk, stand, or sit for an hour or more at a time for office related activities.
- 5) Requires Valid State of Illinois Driver's License and ability to operate a motorized vehicle on public roads and highways.

WORKING CONDITIONS

Normal office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities and requirements.

02/26/24