



Georgetown Divide Public Utility District
6425 Main Street, P.O. Box 4240
Georgetown, CA 95634
(530) 333-4356 ♦ www.gd-pud.org

The Georgetown Divide Public Utility District

invites applications for the position of:

FULL-TIME ADMINISTRATIVE AIDE I

SALARY: \$17.07 TO \$22.89 per hour plus benefits, depending on qualifications

OPENING DATE: December 30, 2019

FINAL FILING DATE: January 27, 2020

The Georgetown Divide Public Utility District is recruiting a highly motivated and reliable individual to join our team of dedicated employees to fill one full time Administrative Aide position in the District Office, located at 6425 Main Street, in Georgetown, California. Successful applicants will join an energetic and developing team that is focused on providing exceptional customer service and support to the District customers and staff. This is a fantastic opportunity for an individual with excellent customer service skills, a willingness and ability to learn, and strong organizational skills.

All completed applications will be screened for the required qualifications. After the final filing date, selected applicants will be invited to a written and/or oral examination. Each applicant will be notified by mail or phone concerning further participation in the selection process.

THE POSITION:

Under general supervision, positions in the Administrative Aide classification perform a variety of functions including but not limited to accounts payable; accounts receivable; receiving and processing service requests; performing fiscal recordkeeping work in maintaining and updating billing accounts; and receiving and resolving complaints and questions concerning the delivery of services and status of accounts.

ESSENTIAL FUNCTIONS:

The examples of essential functions described below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

Customer Service/Reception

- Communicates with customers (in person, by phone, and/or in writing) to discuss and resolve service problems and concerns (i.e. accurate meter readings, high consumption, delinquent accounts, connections, lock-offs).
- Receives and processes service requests
- Answers phones and greets visitors.

Billing/Accounting

- Receives and processes payments.
- Coordinates account status problems with accounting staff.
- Calculates cost for different types of installations.
- Perform a variety of data entry functions including accounts payable and accounts receivable.

Administrative Support - Operations

- Coordinates problems regarding meter location, type of installation, and meter size with Operations and Engineering personnel.
- Assists in resolving difficulties concerning the processing of orders and delinquent accounts.
- Maintains and updates meter reading and route books.

Administrative Support – General

- Assists in preparing the agenda packets and setting up for the meetings of the Board of Directors.
- Performs related duties as assigned.

REQUIREMENTS TO QUALIFY:

- A valid California Driver's License, with a good driving record.
- High School Diploma, or equivalent.
- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

PHYSICAL EXAMINATION:

Applicants must pass a physical examination, substance abuse screening, and background check before employment with the District.

HOW TO APPLY FOR THIS POSITION:

- Interested individuals can pick up an application at the District office located at 6425 Main Street, Georgetown, or request an application by emailing Stephanie Beck at slbeck@gd-pud.org.
- Return a completed application at the District office, or mail to:
Georgetown Divide Public Utility District
PO Box 4240
Georgetown, CA 95634

For further information stop by our office, call (530) 333-4356 or visit our website gd-pud.org.