

Job Announcement

OFFICE CLERK

WAGES: \$15 to \$18 per hour to start, DOE

WORK SCHEDULE: Part-Time

Flexible Schedule: Monday-Friday

OPENING DATE: Immediate

CLOSING DATE: Until filled

DUTIES:

Supports the Administrative Assistant in a variety of skilled and unskilled office and bookkeeping functions to include filing, data entry, answering phones, and general office duties while dealing effectively with the public, co-workers, and supervisors. Must work effectively alone, flexible/adaptable to office and accounting needs, efficiently manage cash/charge transactions with accurate detail. Eligible applicants will be detail-oriented, organized, skilled in Microsoft Office applications, including Word and Excel, and QuickBooks.

ESSENTIAL FUNCTIONS:

Applicant must have own functioning vehicle for transportation and valid Utah driver's license. Ethical, On-Time, Customer Service oriented, Math Skills, Adherence to Policies & Procedures.

APPLICATION:

Submit application and resume to swssd1@swssd1.org

For a copy of the job application form, go to the **Solid Waste website** at:

www.swssd1.org, call 435-259-3867, or pick up a copy at the

District office, Monday – Thursday, 9:30 am to 4:00 pm.

SWSSD #1
Solid Waste Special Service District #1

1000 E Sand Flats Road
(435) 259-3867