



## **Employment Opportunity**

### **Position: Assessment Clerk/Office Clerk**

**Pay:** \$21.00 – \$23.00 per hour

#### **Job Overview**

We are seeking a proactive and detail-oriented Assessment Clerk / Office Clerk to join our dynamic team. In this vital role, you will serve as the first point of contact for visitors and callers, manage administrative tasks with precision, and support office operations to ensure a smooth workflow. Your energetic approach and organizational skills will help maintain an efficient office environment, contributing to the overall success of our organization. This paid position offers an excellent opportunity for individuals with strong clerical and customer service experience to grow their career in a fast-paced setting.

#### **Duties:**

##### **New property inclusions and connections**

- Compute valuation, acreage, and amount of water required for property inclusion into water district.
- Communicate district's requirements to developers/homeowners and provide will serve letters.
- Collect petitions for inclusion and verify all requirements are met. Provide listing of new inclusions to Management Team and Board of Trustees for approval.
- Add new assessment charges and water numbers into two county portals.
- Add connection permits to asset management program.
- Catalog and reconcile water shares from irrigation companies.
- Provide notary public services when needed (will need to become a Utah Notary Public).

##### **Water Tax Assessment**

- Update tax assessments for properties as connections are installed.
- Correct any assessment discrepancies; increase assessments or apply for customer refund, as necessary.
- Dead Numbers – investigate changes to parcels and re-allocate water and water charges to new parcel numbers.

**Clerical**

- Answer phones, address customers questions or concerns, receive customers payments, and greet visitors.
- Inform patrons as to where problems are within our system and when they will be repaired.
- Locate addresses and manage customer complaints regarding emergencies and/or availability of water.
- Dispatch emergency trouble to maintenance department via radio or telephone.
- Utilize GIS maps to assist customers with valve locations and water lines.
- Create service requests and work orders related to issues with the water system.
- Input master valve locations on GIS map.
- Coordinate through Microsoft Teams to communicate with other employees.
- Petty Cash Reconciliation.
- Receive water orders and create daily reports (during water season).

**Skills:**

- Excellent computer literacy with proficiency in Microsoft Office (Word, Excel, Outlook) and Google Workspace tools.
- Strong organizational skills with the ability to prioritize tasks effectively and manage time efficiently.
- Previous office experience or clerical experience demonstrating familiarity with administrative procedures.
- Exceptional phone etiquette and experience managing multi-line phone systems with professionalism.
- Knowledge of office management practices including filing, data entry, and calendar management.
- Customer service skills that foster positive interactions and support a welcoming environment.
- Attention to detail for proofreading documents and maintaining accurate records.
- Ability to adapt quickly in a fast-paced environment while maintaining a positive attitude.

**Benefits:** 401(k), health insurance, dental insurance, life insurance, vacation/sick accrual, holiday pay, and URS Pension Plan.

**PLEASE EMAIL RESUME AND COVER LETTER TO:** [tmartinson@pineviewwater.com](mailto:tmartinson@pineviewwater.com)