



Position Description

Position: Part Time General Clerk

General Statement:

The Part Time General Clerk works under the direct supervision of the Executive Assistant. The prime objective is to perform clerical tasks for many departments.

Reporting Relationships:

Reports to: Executive Assistant, works directly with Member Services and Corporate Services departments

Responsible for: Non-supervisory position

Responsibilities and Authorities:

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following:

1. Enter data into spreadsheets and databases.
2. Maintain files and records.
3. Performs other clerical tasks as needed.

Physical Requirements/Working Conditions:

The employee is required to sit for extended periods of time. Work is varied and is an inside office position. Must have excellent verbal skills. Must possess ability to speak and interact with individuals. Must be self-motivated, a problem solver and have ability to work independently. Must be able to operate: 10 key adding machine, copy machine, postage machine, computer, variety of printers. Occasional travel to meetings/training is required. Normally a 40 hour work week, however, in cases of outages or special projects, some overtime may be required.

Qualifications:

An interest in the electric distribution industry.

Other Information:

This job description is not intended to be all inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other

management as required. Highline Electric Association reserves the right to revise or change the job responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Compensation:

The hourly rate for this position is \$14.81 based on qualifications, operational needs and other considerations permitted by law. The range may vary above and below the stated amounts, as permitted by Colorado Equal Pay Transparency Rule 4.1.2.

Approved: _____
(General Manager)

Date: _____