

SPRING CREEK / COW CREEK SANITARY DISTRICT

Board Clerk position

Progressive Sanitary District near Pierre, SD seeking part-time clerk. Position to serve as central hub for communications of the Board of Trustees and members of the District. Performs intermediate technical and skilled work involving customer service and the preparation or maintenance of related records; does related work as required. Work is performed under the supervision of the Board of Trustees (BOT).

Essential Functions/Tasks

- Assisting customers to establish new service, new service requests and complaints
- Update and maintain website
- Monthly Meetings:
 - Prepare agenda
 - Prepare meeting materials to correspond with agenda
 - Prepare board packets for meeting and attendees
 - Schedule zoom conference and email all attendees
 - Attend monthly meetings
 - Set up zoom conference, microphone, camera, voice recorder
 - Take written minutes
 - Guide BOT on rules of order
- Draft monthly meeting minutes
- Various correspondence—email, verbal and written

Knowledge, Skills and Abilities

- General knowledge of billing terminology, methods, and procedures
- General knowledge of modern office procedures, practices and equipment
- Ability to understand and follow oral and written directions
- Ability to establish and follow detailed work procedures
- Ability to meet and deal courteously with the public
- Ability to establish and maintain effective working relationships with associates and the general public
- Knowledge of Roberts Rules of Order
- Ability to understand relevant SD Codified Law and District Ordinances

Education and experience

- High School Diploma or equivalent
- Board of Directors experience a plus

Pay DOE \$20-\$25/hr; Open until filled

To apply, send cover letter and resume to

**Spring Creek/Cow Creek Sanitary District
PO Box 623
Pierre SD 57501**

Or email to: customers@springcowcreeksanitarydistrict.com