

Chester Public Utility District

P.O. Box 503

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Chester, California 96020

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Employment Opportunity

District Secretary

Chester Public Utility District is seeking a career-minded individual to fill the position of full-time Secretary for the District.

The Secretary performs administrative duties under the supervision of the Office Manager and assists additional District personnel.

Candidates shall possess, at minimum, the following: High School Diploma or GED; knowledge of modern office methods, techniques of business letter writing and reporting, efficient use of computer software, clerical and secretarial duties, experience in keeping and reviewing accounting and financial records, excellent phone, communication, and interpersonal skills.

Current salary range is \$14.80 - \$16.66/hr. Benefits include paid vacation and sick leave, medical, dental, vision, and Cal PERS retirement.

Applications can be obtained by visiting our office at 251 Chester Airport Road, Chester, California, Monday thru Friday between 9:00am and 4:00pm, by calling our office at (530) 258-2171, or downloaded from our website at chesterpud.org. Applications will be accepted until 3:00pm on April 25, 2017.