

**TITLE: Real-Edwards Conservation & Reclamation District
Part Time Office Clerk**

JOB SUMMARY

Under the supervision of the General Manager, perform research of property records and routine clerical and administrative duties.

WORK TO BE PERFORMED:

- Maintain time records of work performed and report to the General Manager on a monthly basis.
- Maintain tracking system of records
- Review and sort old/existing well log/reports
- Process records into the District's data collection system
- Create and maintain monthly and quarterly reports
- Assist with routine correspondence
- Perform routine office work
- Execute other assignments as required by the Board of Directors

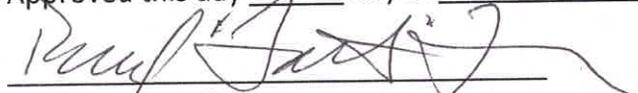
MINIMUM QUALIFICATIONS:

- Must possess high school diploma or G.E.D.
- Must be eligible to be Bonded as required by District

KNOWLEDGE, SKILLS and ABILITIES:

- Promote and represent a positive image as representative of the District in appearance, demeanor, and set an example as a leader in promoting the goals and objectives of the District within the community.
- Ability to effectively communicate orally and in writing; work independently; and exercise sound judgment.
- Working knowledge of computers and computer software (i.e.: Word processing, spread sheets, etc.) preferred.
- Ability to set up and maintain records as needed by the District.
- Ability to follow written and oral directions.

Approved this day 28th day of January, 2026



Roland "Tooter" Trees
Board President

Real-Edwards Conservation & Reclamation District