

## A BIT OF HISTORY...

The East Palo Alto Sanitary District is a Special District responsible for maintaining the sanitary sewers in the City of East Palo Alto, a portion of the City of Menlo Park, and an associated area in Southeastern San Mateo County. The collection system carries wastewater from the District's service area to Palo Alto Treatment Plant where it is treated and disposed of in a manner which meets federal and state standards.

The District is governed by a five-member Board of Directors, elected by the registered voters residing within the District. The Board establishes the operating policies of the District; District employees carry out those policies on a day-to-day basis.

Our work is extremely important to the health and welfare of our community. You can greatly assist us in achieving our goal of providing quality service by being proficient in your work by helping us create a friendly and courteous atmosphere for all who work here or have contact with the District or its employees.

We are proud of our employees and the reputation that the District has enjoyed. We are totally committed to the maintenance of the highest standards of quality and service to members of the public and our community. We look forward to including you in our fine tradition.

## EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the District that employment shall be based on merit, qualifications, and competence and that employment decisions shall be made with out regard to an applicant's or employee's race, color, age, sex, sexual orientation, familial status, religious creed, national origin, ancestry, physical condition, marital status or disability, except where certain characteristics are essential bona fide occupational disqualification, as required by federal and state law. This policy governs all areas of employment, including promotion, assignment, and discharge.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*



Apply in person or send resume to:  
Lee Hawkins, General Manager

EAST PALO ALTO SANITARY DISTRICT  
901 Weeks Street  
East Palo Alto, CA 94303  
Phone: (650)325-9021  
Fax: (650)325-5173

## East Palo Alto Sanitary District



901 Weeks Street— East Palo Alto, CA

## Receptionist/File Clerk

### Salary Range

Monthly

**\$3,384.621 - \$4,117.909**

**Position Open Until Filled**

## **The Position:**

The current position is in the clerical division of the Administrative Department. Primary responsibility is to effectively represent the District in person and over the telephone. The selected candidate will report to the Director of Administrative Services. A formal job announcement and instructions on how to apply can be found on our website at [www.epasd.com](http://www.epasd.com).

## **Examples of duties:**

- Acts as receptionist and answers the telephone for the District office; determines the nature of the visit or call; directs callers and visitors to the proper person or takes messages as required.
- Provides factual information regarding the functions, services, policies and procedures of the District; provides directions and other information regarding the District.
- Receives, sorts, and distributes incoming mail; processes outgoing mail and maybe deliver mail to the post office, UPS or Fed Ex; may make other deliveries, as directed.
- Enters and retrieves information using standard word processing and basic spreadsheet software.
- Maintains manual and automated files.
- Performs a variety of standard office support work such as making copies, assembling District Board packets, monitoring and ordering office supplies, maintaining lists, updating binders and preparing basic correspondence.
- Assists in the preparation of the Board of Directors meeting agenda packet, posts notices, delivers packets to the Board, and prepares Board Meeting minutes.

## **Education and Experience:**

Equivalent to graduation from high school and one year of performing office support work that has involved dealing with the public in a situation that required explaining procedures and/or providing direct customer service.

## **License:**

Must possess a valid California class C driver's license and have a satisfactory driving record.

## **Benefits and Compensation:**

- Salary Range:  
\$3,384.621 - \$4,117.909
- 11 Paid Holidays Per Year
- Vacation Leave
- Family and Medical Leave
- Health Insurance
- Dental and Life Insurance
- Retirement Plan-Cal PERS 2.7% @ 55
- Long Term Disability
- Deferred Compensation Plan – Cal PERS 457
- Other Benefits

## **The Application Process:**

The selection process may consist of a qualification appraisal, a written examination, an oral examination, or any combination of selection processes appropriate to the number of applications received. Scores resulting from the testing process will determine placement on an eligible list from which appointments will be made. Candidates will be considered for appointment from the Eligible List, which is a life of one year unless sooner exhausted. Candidates are cautioned not to quit or give notice to their present employers until they have qualified, been offered the appointment, and receive notice of acceptance by the General Manager of the East Palo Alto Sanitary District. Permanent appointments are subject to completion of a 3 month probationary period, which is an integral part of the examination process.

If you meet the requirements and believe that you possess the ideal candidate profile, please submit a completed District application form with your resume, and three references (references will not be contacted until mutual interest is determined) to:

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General Manager  
EAST PALO ALTO SANITARY DISTRICT  
901 WEEKS STREET  
EAST PALO ALTO, CA 94303  
Phone: 650-325-9021  
Fax: 650-325-05173