



SNYDERVILLE BASIN

**WATER RECLAMATION DISTRICT**

2800 HOMESTEAD RD, PARK CITY, UT 84098

WWW.SBWRD.ORG

T 435-649-7993

F 435-649-8040

## **\* POSITION ANNOUNCEMENT \***

### Office Assistant

#### Part-time Position

Today's Date: April 12, 2018

Snyderville Basin Water Reclamation District ("the District") is now accepting applications for a part-time Office Assistant to work in the District Administrative office. Under the direction of the Finance Manager, this person will assist by entering paper payments received by U.S. mail or physical drop box, receive customer calls from utility customers, and help them understand their billing statements. Position requires approximately 3~5 hours per day for at least ten working days each month, with additional days needed from time to time to cover the front counter and scan and file documents when needed.

Requires valid Utah driver license, high school diploma, and great customer and computer skills and abilities. Expected pay to be \$15~18 per hour DOE/DOQ, with no full-time benefits.

Located just off the Jeremy Ranch exit on I-80 between Kimball Junction and Parley's Summit outside Park City, the District offices are located at one of the most beautiful places anywhere. Applications may be obtained at:

<http://www.sbwrld.org/wp-content/uploads/2013/06/Employment-Application.pdf> or at 2800 Homestead Road, Park City, Utah 84098. Please submit a completed application by Tuesday, April 30, 2018 to the above address or by email below or fax (435)649-8040. Resumes are welcome in addition to the completed application. Questions may be directed to Brian Passey, Finance/HR Manager, by email to [bpassey@sbwrld.org](mailto:bpassey@sbwrld.org) or by telephone (435)214-5226.

*The District is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. A pre-employment drug screen and background check is required.*