



South Davis Sewer District

Mailing Address:
PO Box 140111 • Salt Lake City, Utah 84114-0111

Office Location:
1800 West 1200 North • West Bountiful, Utah 84087

Phone (801) 295-3469 • Fax (801) 295-3486

OFFICE CLERK I

Salary: \$20 -\$25 Hourly depending on experience
Position: Full-time, entry level
Hours: Monday thru Friday 8:00 AM to 4:30 PM
Location: 1800 W 1200 N, West Bountiful UT 84087

Benefits Package:

- Paid holidays
- Paid leave
- Retirement
- Medical and Dental

Requirements:

- High school degree or equivalent.
- Basic computer skills. (Microsoft Office). Excel proficiency helpful.
- 10-key calculator by touch.
- Familiar with basic accounting skills (Helpful, but not necessary).
- Working knowledge of basic office equipment.
- Team player/trustworthy.

Responsibilities:

- Assist in billing 28,000 customers.
- Customer service.
- Answer telephones.
- Accounts Receivable.
- Prepare bank deposits.
- Perform other job-related duties as assigned.

Obtain employment application at the District office or online at www.sdsd.us. Attach resume to application and deliver it or send it to the District office at: 1800 W. 1200 S, West Bountiful, UT 84087 or mkatter@sdsd.us.

Closing Date 10/15/2021