



**RAPID VALLEY SANITARY DISTRICT - WATER SERVICE  
ADMINISTRATIVE ASSISTANT**

**Qualified applicants will:**

- Possess a high school diploma or equivalent and have previous experience in administrative related duties
- Possess intermediate knowledge of Microsoft office products to include Outlook, Word, Excel, Powerpoint.
- Be courteous and possess a professional demeanor for dealing with customers in person and on the phone
- Possess basic knowledge of accounting and math skills
- Possess basic conflict resolution skills, and ability to deal with difficult people
- Possess a desire to learn new things and take initiative to develop professionally

**Duties include but are not limited to:**

- Assisting in daily operation of office: answering the phone, accepting payments, opening customer accounts, and assisting vendors and contractors
- Maintaining quality customer service
- Accepting payments, posting payments to accounts, preparing, and making bank deposits and processing new customers accounts
- Assisting in maintaining accurate information for customers accounts to include payment information and property meter information
- Preparing and processing and executing customer billing schedules
- Scheduling of daily work orders for the service team
- Assisting with maintaining of District digital platforms to include website and social media
- Miscellaneous office duties to include ordering of supplies, maintaining inventory, basic maintenance of office equipment
- Other duties as assigned by General Manager and Office Manager

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)."



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**Benefits Package:**

- Company paid health insurance
- Dental Insurance
- Eye Insurance
- Life Insurance
- Short-term disability Insurance
- SD State Retirement with company match
- Paid Vacation
- Paid Sick Leave
- Paid Holidays

**Compensation:**

- Starting wage for this position is \$18.65 per hour.

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