

Kings Waste and Recycling Authority (KWRA)
ADMINISTRATIVE ASSISTANT I (Scalehouse)

APPLICATION PERIOD

The application period for this position opens at 12:00 am December 11, 2017 and closes Friday, December 22, 2017 at 11:59 pm.

SALARY AND BENEFITS

\$17.21 - \$21.00 per hour DOE

- Comprehensive medical insurance administered by the County of Kings. Includes dental and vision coverage.
- Public Employee's Retirement System (PERS): The Authority contracts with PERS for this benefit and pays the employer and employee contributions for the "Classic" formula which is 2% @ 60. The "new member" or PEPRA formula is 2% @ 62 with the Authority paying for the employer contribution only.
- Holidays: 12 days per year.
- Sick leave: 12 days per year.
- Vacation: Two weeks per year for 0-4 years, three weeks per year for 5-14 years, four weeks per year for 15 years and beyond.
- Deferred compensation available with no employer contribution.
- Life insurance: \$10,000

RESPONSIBILITIES:

Responsible for generating weight receipts, payment collection and inspection of solid waste materials delivered to the KWRA transfer station and material recovery facility.

SUPERVISION RECEIVED:

Persons in this position will receive supervision from KWRA Fiscal Analyst.

SPECIFIC DUTIES AND RESPONSIBILITIES:

General assignments include, but are not limited to:

- Operating weight scale and ticketing systems used in weighing of vehicles for determination of solid waste quantities and relevant charges.
- Collecting disposal fees, issues receipts and provides correct change. Balance receipts and cash register at end of each operating day.
- Required to read weight scales and manually calculate fees when system goes down.
- Maintaining accounting paperwork and cash receipting system necessary for the collection of monies.
- Maintaining a safe and organized work area.
- Regularly communicating on a 2-way communications radio with coworkers.
- Sort and segregate recoverable materials (e.g., aluminum, plastic, glass, paper, etc.) from incoming waste.
- Deposit recoverable materials safely and efficiently into appropriate chute.
- Inspect incoming loads for unacceptable waste; remove unacceptable items as required.
- Clean office, breakrooms, and scalehouse weekly
- Other duties as assigned

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to multi task.
- Ability to read, understand, interpret and apply KWRA policies.
- Ability to operate computers with basic knowledge of Microsoft Office programs.
- Ability to maintain effective working relations with customers and co-workers.

- Ability to accurately make change and keep records of daily transactions.
- Ability to work independently when given directions.

MINIMUM QUALIFICATIONS:

- Must be able to stand for extended periods of time.
- Must be physically able to lift and/or carry up to 50 pounds.
- Must have excellent moral character.
- Must maintain a neat, clean, business appearance.
- Must be proficient in arithmetic and use of calculator.
- Must be able to write clearly, handle money transactions and make correct change.
- High School diploma or equivalent.
- California Driver's License.

WORK ENVIRONMENT:

- Typical work is completed indoors, but employee will sometimes be exposed to extreme heat and cold.