

**ROSAMOND COMMUNITY SERVICES DISTRICT IS  
ACCEPTING APPLICATIONS FOR:**

**CUSTOMER SERVICE ASSISTANT-PART-TIME**  
**(BILINGUAL-SPANISH)**

Rosamond Community Services District provides water, sewer, street lighting, and graffiti abatement to approximately 5,000 customers. Rosamond is located in Kern County, 80 miles north of Los Angeles.

**The Position:** Under administrative direction from the Director of Administration, the Customer Service Assistant provides support for Customer Service. Under general supervision, performs a variety of administrative activities involving record keeping and transactions. Duties may include answering phones, taking payments, filing, interfacing with customers, and other customer service and administrative activities as needed. Depending upon the assignment, duties may include, but are not limited to, the following: Answer multiple phone lines and direct phone calls to the appropriate person; Process incoming and outgoing communication activities including regular mail, Fed Ex, UPS, faxes or other special mail handling as required; Provides support with customer service activities including processing customer payments, verifying customer balances and filing of customer service documents; Scanning of documents.

**Qualifications:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: High school diploma or general education degree (GED); and a minimum of (3) three years of customer service experience; or equivalent combination of education and experience.

**Salary/Pay:** \$14.16 per hour - \$18.13 per hour– Hours may vary depending on the needs of the District.

**Benefits:** The District participates in the PERS (Classic Members 2.5% at 55 or New members 2% at 62) retirement plan, participates in Social Security. Receives a cash payment equal to 60% of the then premium for employee only Kaiser plan coverage. Part-time employees are not eligible for other District benefit programs except to the extent required by law.

**Apply By:** 4:00 PM, September 5, 2019. Applications are available at [www.rosamondcsd.com](http://www.rosamondcsd.com). Resumes will not be accepted in lieu of district application; however resumes may be included as an attachment. Please include three (3) professional references. Please mail completed application to: Rosamond Community Services District, Attn: Director of Administration, 3179 35<sup>th</sup> Street West, Rosamond, CA 93560. Further information about the District and this outstanding career opportunity can be obtained by visiting the District website at: [www.rosamondcsd.com](http://www.rosamondcsd.com) or by calling 661-256-3411.