

**GENERAL OFFICE DUTIES:**

- Deal with public in a friendly, professional manner, provide information and refer to others as needed.
- Answers phone, provide front-desk service and provide general assistance to constituents including handling complaints.
- Conduct general office duties.
- Reconciles daily receipts with KVS reporting.
- Daily deposit of Village funds.

**UTILITY BILLING:**

Coordinate with SCWA annual water consumption report.

Process separate irrigation water meter accounts.

Prepare and process all bills, including sending and posting payments.

**BOARD OF ARCHITECTURAL AND HISTORIC REVIEW:**

Serve as Secretary to the Board of Architectural and Historic Review:

- Prepare meeting materials, prepare and post legal notices. Prepare agenda, keep records of proceedings.
- Attend monthly meetings.