



RECORDS CLERK I – City of Winters, CA – Population 7,000 – (\$16.54 - \$21.10 per hour) The Financial Management Department is seeking a part-time records clerk. Example of duties would be to assist with utility billing, cash receipts, fiscal records, filing, customer service and answering the telephone. The ideal person will have completed the twelfth grade. Additional specialized training in accounting or a related field is desirable. Good communication skills and positive team-oriented attitude a must. Possession of California Driver’s license at the time of appointment. APPLY BY: March 20, 2020 by 5:00 p.m. City of Winters application required. APPLY AT: <https://www.calopps.org/city-of-winters> AA/EOE