



September 25, 2023

## **Pretreatment Administrative Assistant**

South Valley Water Reclamation Facility (SVWRF) is accepting applications for a Pretreatment Administrative Assistant. Duties include: being responsible for providing administrative and clerical support to the Pretreatment Director, Pretreatment Inspectors and Pretreatment Technicians. Maintaining industrial and commercial user files to ensure they contain the information required by law. Assist the Pretreatment Director with enforcement of SVWRF rules and regulations. Represent the SVWRF Pretreatment Department to public, industrial and commercial users, cities, sewer districts and other governing agencies. Creating invoices for pretreatment penalties, surcharge billings, laboratory analysis fees and sampling fees. Responsible for providing education to all industrial users within the service area. Maintains all physical and electronic databases.

This position works four 10-hour shifts Monday through Thursday. Applicants should have an Associate's degree in business or accounting (preferred), or equivalent combination of training and experience. Ability to operate and maintain the SVWRF Linko pretreatment database software program and the knowledge of Caselle government accounting software is highly recommended. Must be proficient in MS Word, Excel, and PowerPoint. Must be able to type a minimum of 55 words per minute. Must obtain a notary certification within three (3) months of hiring date. Basic knowledge of invoicing and collections.

This is a fulltime position with an excellent benefit package which includes medical, dental, vision, state retirement, retirement health savings plan, short/long term disability, vacation, sick leave, and paid holidays. Salary is \$22.33 - \$27.46/hourly; starting wage DOQ. Physical/Drug testing is required. SVWRF is an Equal Opportunity Employer.

Employment applications are available on our website at [www.svwater.com](http://www.svwater.com), under the customer service tab, then click on human resources. Please send resume/employment application to [svjobs@svwater.com](mailto:svjobs@svwater.com), or apply in person at 7495 South 1300 West, West Jordan, Utah 84084.

Position closes at 5:00 pm, Thursday October 19, 2023.