



**Part Time Office Clerk/Receptionist Position
available at the SOCWA/SOCRRA Administrative Offices**

Summary of Position:

Handle customer service inquiries by telephone. Perform filing, posting, and preparation of reports, invoicing, typing, data entry and similar clerical tasks as requested. Perform related work as required. Hours are Monday-Friday 10 am-2 pm.

To Apply:

Please visit either the [SOCWA](#) or [SOCRRA](#) website, click on the employment tab on the top of the page for the complete job description and application.