

Trinity Center Community
Services District

February 24, 2017

Notice of Part-Time Secretary/Treasurer Vacancy

There is a Trinity Center Community Services District Secretary/Treasurer vacancy. This is an appointed independent contractor position. The appointment will be voted on by the Board Directors in an upcoming CSD Board meeting.

Minimum Required Qualifications:

Must be able to attend monthly, evening Board meetings, on the first Tues. of the month, on a regular basis.

Other Needed Qualifications:

A commitment to working during and between meetings for the good of the community as directed by the CSD Board. Basic computer skills. Knowledge of QuickBooks, Microsoft Word and Excel, or a willingness to learn.

This is a compensated independent contractor position.

Please send a letter to apply to:

TC CSD
PO Box 177
Trinity Center, CA 96091-0177

The letter must be received by March 27, 2017 and should include any relevant experience and skills that you feel you bring to the position. If you have questions or would like a detailed position description, please call Pat Frost (Chairman of the TC CSD Board of Directors) at 286-2855.