

ROOSEVELT IRRIGATION DISTRICT

DIRECTORS
W. BRUCE HEIDEN, PRESIDENT
DWIGHT B. LEISTER
K.C. GINGG

103 WEST BASELINE ROAD
BUCKEYE, ARIZONA 85326
TELEPHONE (623) 386-2046
FAX (623) 386-4360

SUPERINTENDENTS
DONOVAN L. NEESE

Job Title: Assistant Water Clerk	Reports to: Operations Manager
Department: Water	Revision Date: 1/13/2017

Position Overview

This is an at-will position of Assistant Water Clerk. The position requires good communication and computer skills. Applicants will be responsible for taking water orders over the telephone and entering the orders into specialized software. Please note the opening is for weekend and holiday hours primarily, full and part-time hours accommodated.

Primary Job Functions

- Answer phones and greet clients warmly to take orders and create accounts.
- Assist in filing duties
- Perform basic water accounting duties.
- Receive, handle and log payments.
- Answer inquiries about the company and procedures.
- Reroute calls to appropriate people.
- Prepare and stuff envelopes.
- Take and deliver messages.
- Operate office machines, such as photocopiers, scanners, facsimile machines, voice mail systems and personal computers.
- Perform data entry.
- Restock office supplies.
- Assist staff to prepare water orders and schedules.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A high school diploma or equivalent is preferred for this position. No previous experience is required.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Required Knowledge, Skills & Abilities

Language Skills

Ability to read, analyze, and interpret general business and technical procedures, or governmental regulations. Ability to write correspondence and procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to perform basic mathematics and computations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The majority of the work is at a desk in an office environment. The noise level in the work environment is usually quiet.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
