

NORTH UNIT IRRIGATION DISTRICT
JOB DESCRIPTION

WATER RECORDS CLERK I

Definition

Under general supervision, positions in the Water Records Clerk I classification serve as receptionist for visitors and callers; perform varied clerical/secretarial duties; receive and process accounts receivable billing; coordinate activities/programs related to employee safety; and assist in educational programs for patrons and the general public.

Examples of Duties

- Performs a variety of data entry assignments using Word, Excel, and proprietary programs.
- Answers the telephone and assists visitors. Answers questions and refers to other members of staff when necessary.
- Performs filing and recordkeeping.
- Prepares a variety of correspondence.
- Maintains the petty cash funds and reconciles monthly.
- Responds to title company inquiries.
- Responsible for various accounts receivable duties including receiving and recording payments, preparation of equipment rental billings and other miscellaneous invoices and statements.
- Receive and process Accounts Payable entries.
- Receives vendor invoices, verifies and codes expenses, and prepares them for payment.
- Management of delinquent accounts including interest billings, issuing appropriate delinquent notices, filing liens or other legal documents as required.
- Recording water usage/orders. Provide usage reports to ditchriders and patrons as needed.
- Crop Reports – printing reports, working with ditchriders, data entry of crop report info, assisting Water Records Clerk II with producing final reports.
- Assists Finance Manager with year-end inventory data entry.
- Performs scope of duties related to employee safety, including reporting, maintaining safety policies, and scheduling safety classes. May serve on safety committee.
- Educates patrons and the public. Coordinates and presents canal safety program to second graders at local schools. Preparation and distribution of quarterly newsletters. Assists and coordinates the preparation of information for various booths at local events. Prepares educational information for district website.
- Assists with updating and maintenance of district website as necessary and in coordination with other district staff.
- Prepares & distributes monthly water & weather reports
- Gathers and organizes a variety of information and material.
- Perform misc. clerical duties as assigned.

Typical Physical Activities

- Uses office equipment such as telephones with headsets, computers, copier/scanner, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Knowledge of

- Policies, procedures, and operations of the department or office to which assigned.
- Microsoft Office Suite
- Modern office methods, procedures, and equipment.
- Filing methods and recordkeeping systems.
- Receptionist and telephone techniques.
- Basic mathematics.
- Correct spelling, grammar, and punctuation.

Ability to

- Perform a variety of office functions with minimal supervision.
- Make basic arithmetical computations.
- Follow oral and written directions.
- Operate a variety of office equipment.
- Talk to and interview others to obtain or exchange information.
- Prepare and organize a variety of information.
- Effectively maintain good relations during public contacts.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Be flexible with working some Saturdays during the water season.

Desirable Qualifications

- Any combination of education and experience that provide the necessary knowledge and abilities.
- Completion of High School or GED equivalent.
- One year of office/customer service experience.
- Basic accounting principles.
- English/Spanish bilingual preferred but not required.

License/Certificate/Registration Requirement

- May require a valid Oregon driver's license.
- Qualified and required to be appointed and commissioned as a notary public.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job and meeting the needs of the district.