

TCID Job Description

Job Title: Receptionist
Department: Administration/Finance
Reports To: Finance Manager/Office Manager
Salary Level: Grade Level 3,4,or 5 on District Wage Scale

SUMMARY:

Responsible for handling incoming telephone calls and greeting visitors; assisting with accounts payable and payroll as needed. Responsible for providing secretarial support to Finance Manager, Construction Manager and backup secretarial support for General Manager as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares letters, memos, agendas, minutes, notices, etc. as required, including formatting, typing and disseminating
- Files correspondence and other records and reports, posts information to records
- Answers telephone; responds to inquiries and directs calls to appropriate personnel or takes message as requested
- Assists in keeping track of and updating voter information as needed
- Takes water orders during season and maintains trouble call file
- Locates requested data from District files
- Types on or from specialized forms
- Operates office machinery and computer
- Makes copies of completed work and distributes as requested
- Gather information, mail out, and receive Report of Conveyance as needed
- File posted/field water orders, when needed
- Newsletter mailings
- Voting registration as needed
- Compile, update and file data on District water rights
- Verify data on water right ownership files and computer records
- Verify ownership of water rights at request of State Engineer
- Research questions from water right owners and management on water ownership or delivery records
- Prepare statistical reports as requested
- Gives information to and responds to request of water users, employees, and management
- Prepare pump permit letters as needed
- Follows established policies and procedures to complete projects

Opens and routes incoming mail, when needed, answers correspondence, and prepares outgoing mail

Run errands

Makes service calls to OPI when there are problems with the copy machines

Courteously and professionally greets visitors and directs them appropriately

Provides all secretarial duties as required

Answers multiple telephone lines taking and relaying messages as necessary

Creates work orders as directed

Contributes to the team effort

Provides assistance with gathering and preparing accounts payable documents

Provides assistance with gathering documents for District meetings

Schedules and tracks appointments and meetings

Maintains strict confidentiality

Works overtime as necessary

Bank Deposits

Assist with Entering Timesheets

Performs other duties as requested

Note: Position may not include all duties listed

EDUCATION AND EXPERIENCE:

High School Diploma/GED

Typing

Computer operation

Microsoft Office including WORD, Excel, Outlook

Answering multiple phone lines

Customer Service