

Receptionist/Data Entry Clerk**Full Time**

- 1) Answer telephones, direct callers, take and deliver phone messages
- 2) File, organize, scan, and archive WRID records
- 3) Assist public in person and/or via phone or email
- 4) Have knowledge of water rights, WRID policies, and functions
- 5) Prepare drafts of correspondence and reports
- 6) Assist with daily data collection from Ditch Riders and River Riders
- 7) Assemble information packets for meetings
- 8) Input daily water orders and other daily data collections into spreadsheet(s) and software program
- 9) Provide support to water users, members of general public, and other water distribution staff in person and/or by phone or email
- 10) Enter, format, and retrieve data to prepare periodic or special reports and/or spreadsheets utilizing a database and/or software programs
- 11) Receive incoming mail, sort mail, and route to appropriate individual(s)
- 12) Maintain current knowledge of all technological equipment in office
- 13) Prepare job announcements, advertisements, and publications under the supervision of the General Manager
- 14) Maintain daily changes, post agendas, and update WRID website as needed
- 15) Assist with preparing, printing, and mailing water reports
- 16) Assist with WRID election process
- 17) Assist WRID personnel in various duties

Inquire and pick up application at:

Walker River Irrigation District

410 N Main Street, Yerington, NV 89447

(775) 463-3523