



Walker River Irrigation District

Established in 1919

JOB NOTICE
WATER RIGHT SPECIALIST/DATA ENTRY CLERK
FULL-TIME
WALKER RIVER IRRIGATION DISTRICT

Walker River Irrigation District is currently accepting applications for the full-time position of Water Right Specialist/Data Entry Clerk. Interested persons may obtain a job description and an application at the Walker River Irrigation District office, 410 N. Main St., Yerington, NV 89447. Phone (775) 463-3523. The job description and employment application are also available at www.wrid.us. Position open until filled. Wage DOE. Equal Opportunity Employer.

Walker River Irrigation District

Job Description

TITLE

WATER RIGHTS SPECIALIST

Employment At-Will

Employees are employed at the will of both the employee and Walker River Irrigation District (WRID). This means the employee may quit at any time, for any reason or no reason, with or without notice; and WRID may terminate employee at any time, for any reason or no reason, with or without notice. There is no promise by either the employee or WRID that employment must or will continue for any set period of time. Nor is there any promise by either the employee or WRID that employment will be terminated only under particular circumstances or with particular notice.

Any exception to this policy of employment at-will may only be made in writing signed by the General Manager and approved by the Board of Directors. Nobody has the authority to modify the status of at-will employment, verbally or in writing, except for the Board of Directors. No statements, express or implied, contained in this Job Description or any memoranda, policy, procedure or other materials or statements provided to applicants or employees in connection with employment, modify the at-will relationship. WRID's at-will policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

CLASS CONCEPTS

WATER RIGHTS SPECIALIST: Positions at this level provide secretarial support to the Board of Directors as appointed. Assignments require problem solving and performance of specialized duties within the framework of agency/program policies, procedures, requirements and applicable regulations. Additionally, initiative and judgment are required to determine the priority of assignments and to structure tasks to accomplish program and administrative objectives within established schedules and timelines. The work is specialized and involves circumstances requiring adaptation of different approaches or methods to solve problems. Errors affect the timely provision of services to the manager, staff and constituents and may cause inconvenience and financial loss. Incumbents exchange specialized program related information and explain detailed regulations and procedures to agency staff and constituents including why and how regulations apply to their specific situation or problem. Completed work products are reviewed periodically by the supervisor or the users within or outside the agency. Positions at this level do not include supervisory duties.

Representative duties for WATER RIGHTS SPECIALIST include, but are not limited to:

- Receive, review, approve or deny requests for water services; contact constituents for additional information and clarification as required; explain regulations and requirements, and available remedies.
- Respond to requests for information; defuse disgruntled constituent situations; take detailed messages concerning issues of significance to the agency; prepare agendas and action items; transcribe and distribute written summaries or minutes.
- Coordinate communications between the manager and staff both within and outside the work unit; receive and relay sensitive information related to agency activities, provide explanations regarding established policies and procedures.
- Prepare reports which summarize statistical information related to the agency's database, activities, constituents and operations; advise management of unusual trends.

- Create spreadsheets including formulas to organize, display and summarize data, facilitate analysis and identify interrelationships; prepare special reports for other agencies and external entities.
- Maintain and monitor statistical information related to agency programs and activities; ensure data is current, complete and accurate; maintain current balances.
- Maintain current and accurate database records; update water rights as provided by constituents and other agencies; perform timely and accurate water order transactions.
- Review documents prepared by others for program compliance; identify discrepancies, resolve problems and provide guidance for correction; authorize and approve documents within assigned parameters.
- Compose documents and materials including correspondence, memoranda, reports, charts and other items in support of program and agency operations; provide and explain information including applicable rules, regulations, guidelines, policies and procedures; distribute materials to concerned parties according to established distribution lists or on an as-needed basis.
- Research information from a variety of internal and external sources including the Internet for projects which may include unique purchases; identify sources of information and communicate with staff; evaluate and compare information; report findings to the supervisor.
- Perform election year requirements ensuring all laws and guidelines are adhered to.

MINIMUM QUALIFICATIONS

WATER RIGHTS SPECIALIST

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents; and assisting staff and management with projects and activities; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED AT TIME OF APPLICATION): **Working knowledge of:** functions and operation of an administrative office; operation and use of word processing, spreadsheet, database management and other associated business software. **General knowledge of:** principles of supervision and training if applicable to the assignment. **Ability to:** interpret and apply complex rules, regulations, policies and procedures to specific problems and situations; receive inquiries and resolve complaints from staff and constituents; perform specialized duties in support of program activities; coordinate communications with other work groups, both within and outside the agency; organize, coordinate and oversee the work of subordinate staff as required to meet schedules and timelines if required by the assignment; research information from a variety of departmental and external sources; compile and update information and prepare reports related to specific program/management activities; coordinate a variety of projects and assignments; assist agency staff in resolving computer hardware and software related problems and malfunctions, if applicable to the assignment; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (TYPICALLY ACQUIRED ON THE JOB): **Working knowledge of:** agency mission, functions, programs, activities and operating policies; eligibility requirements, applicable regulations and policies related to the program to which assigned.

This position requires Notary Public certification within 6 months of employment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

FLSA: Non-Exempt

ESTABLISHED: August 7, 2018

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