**Delta Lake Irrigation District**

**10370 Charles Green Rd.**

**Monte Alto, Texas 78538**

**Job Opening**

**Water District - Office Clerk**

**Full-time Position**

**Job Description:**

Answer phone, route calls, take messages, attend to customers & provide tax and water information; Operate office machines such as copiers, fax machine, scanner, 12-key calculator, voice mail systems, & computer; compile and maintain records of business transactions and office activities; copy data and compile records & reports; Process tax and water payments; Maintain and update files; Open and route incoming mail, answer correspondence, and prepare outgoing mail; data entry & retrieve information on computer; Set up board room, call board member, and organize vouchers in order; other duties may apply.

**Requirements:**

* High school diploma or equivalent
* Experience in office work
* Previous experience with data entry
* Must be willing to learn water and tax program
* Computer skills including Microsoft Office (QuickBooks a plus)
* Excellent communication skills
* Strong attention to detail
* Must be able to work under pressure and multi-tasking
* Must keep a good attendance record and punctuality
* Must be bilingual (English and Spanish)

**Days Worked:** Monday – Friday/8:00 a.m.– 5:00 p.m.

**Benefits Offered:** Health, Dental, Life Insurance, Retirement

**Rate Pay:** Pay will depend on experience.

**Application may be picked up at above address or downloaded from website at www.deltalakeid.org**