

## REGISTRATION COORDINATOR

### **Job Description:**

- Interact with public (well owners, drillers, realtors, etc.) via phone and email.
- Process water well applications which involves the use of our database and frequent communication with the public and internal staff.
- Answer calls regarding status of water well applications, the Districts' database and other general District information.
- Coordinate with management, field staff and accounting on a regular basis.
- Enter and interpret data using the Districts' online databases and Microsoft Excel
- Assist in the enforcement of District rules and regulations
- Interpret legal description maps and determine property ownership
- Assist with setup and organizing monthly Board meetings.
- Other administrative duties as they arise.
- Must be able to work full time, 40 hours weekly

### **Preferred Qualifications:**

- Customer service skills are very important for this position as this position interacts with public and internal staff on a very frequent basis.
- Must be a skilled communicator to work with the public, well drillers, realtors, etc.
- Must be able to quickly learn the Districts' rules and be able to communicate those to the public.
- Must possess the ability to work with various computer programs including databases, Word, Excel, and Outlook
- Above-average organizational skills and abilities
- Must be a self-starter capable of working independently.
- Graduation from accredited high school required or GED equivalent

### **Benefits:**

- Wages will depend on qualifications and experience
- Paid holidays
- Two weeks paid vacation (annually) with that amount increasing with tenure.
- Health, Dental and Vision insurance
- Retirement package

Please send resumes to the attention of Drew Satterwhite at:

[gtua@gtua.org](mailto:gtua@gtua.org)

or

5100 Airport Drive  
Denison, TX 75020.