

# CAMERON COUNTY IRRIGATION DISTRICT

## No. TWO



### Secretarial Clerk:

As the Secretarial Clerk, it is your responsibility to act as the front desk of the District by providing quality customer service and performing a variety of administrative and clerical tasks to support office operations.

### Key Responsibilities:

- **Customer Service:** greet customers, apply payments, place water orders, and submit work orders.
- **Communication:** answer phones, take messages, and relay information to staff and customers in person, via phone and/or via email.
- **Scheduling and Coordination:** schedule appointments/meetings with customers and/or visitors and coordinate with staff to ensure effective task completion.
- **Document Preparation:** prepare and distribute documents, including annual statements, memos, important notices, reports including spreadsheets, and correspondence to customers.
- **Data Entry:** enter data into computer systems, update information as it is received, and check the accuracy of the data entered.
- **Office Support:** assist with the overall functioning of the office by handling routine tasks like filing, photocopying, sorting mail, and any additional duties that may be assigned by the Office Manager.

### Requirements:

- Must have 1 year or more office experience
- Must be knowledgeable in computers, Microsoft Office (Word, Excel, Access, & Outlook), and basic office equipment (copier, fax, printer, etc.)
- Must work well with others
- Must be fluent in English and Spanish