

Elephant Butte Irrigation District

Job Description



General Office Clerk

| | | | |
|-------------------|----------------------------|------------------------|------------|
| DEPARTMENT | Engineering | FLSA | Non-Exempt |
| SUPERVISOR | Senior Engineering Manager | CLASSIFICATION | Temporary |
| WAGE RANGE | \$15.00 | SAFTY SENSITIVE | No |
| REVISION | 03/05/2024 | ESTABLISHED | 08/15/2000 |

JOB SUMMARY:

Plans, organizes, coordinates, and performs a wide variety of complex administrative and technical support duties of a highly responsible nature to support the Engineering department. Position involves demands, multiple tasks, working to deadlines, and responding to customer issues. Assists the general public, District Members and other departments; provides various administrative support functions; assists in maintaining records pertinent to the Engineering department and in coordination with the maintenance department.

ESSENTIAL DUTIES:

1. Generates and processes confidential and sensitive engineering department documents and correspondence accurately and in accordance with standard office procedures and District policy.
2. Researches and compiles a variety of legal information and data as it pertains to department needs; prepares and presents various special and recurring reports related to projects, inquiries, customer service issues and departmental functions to meet established deadlines.
3. Assists in preparation of correspondence on administrative matters; creates, reviews, maintains, and updates records in various automated systems, formats, and mediums to ensure data integrity and adherence to internal controls, practices, and policies.
4. Assists in coordinating department activities, maintains departmental calendars, schedules, and coordinates meetings; anticipates and prepares material needed by department Management for correspondence, appointments, meetings, conferences, etc.; composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the District; may transcribe meeting minutes.
5. Interacts with customers to provide the appropriate level of assistance and response to inquiries, issues of concern, and requests for information, or explanation, regarding various engineering services, processes, policies and procedures including, but not limited to, deeds, chain of titles, rights-of-way, maps, and other matters; may refer matters requiring interpretation, or technical expertise to the appropriate Manager for action and resolution.
6. Answers and routes incoming calls; responds to inquiries; replies to emails; communicates with department Management; responds to requests for information within the scope of authority; refers matters requiring additional legal interpretation to Management for resolution.
7. Maintains accurate department records and files, examines reports, responses, and contracts; prepares new job folders with labels, locates, and retrieves documents; maintain the Engineering Job Book and Structure Book databases including entering new, updating, and closing job requests, and other required reports or additional information needed.
8. Manage the requisition book, office supplies, and field supplies as needed.
9. Coordinate between the Engineering and Maintenance departments on the progress and/or status of field work for District projects.
10. Contribute to team effort by accomplishing tasks as needed.
11. Responsible for knowing and abiding by all department and District policies and procedures.
12. Attendance during scheduled shift.
13. Performs other duties as assigned.

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QUALIFICATIONS: High School diploma or equivalent PLUS a minimum of one (1) year experience in an office environment performing general office duties.

Education/Experience substitution: A combination of education, experience and training may be applied.

Licenses/Certifications: Must have a valid driver's license.

Other: Must pass post-offer, pre-employment drug screen, medical exam, and motor vehicle report in compliance with District insurance guidelines.

KNOWLEDGE/SKILLS/ABILITIES:

Must have knowledge of general office practices and procedures; experience in customer service and answering telephones; responding to customer inquiries; recording, processing, and analyzing various types of receipt transactions; analyzing and organizing various types of payment transactions; business English: spelling, grammar, punctuation; basic arithmetic.

Must have the ability to communicate both verbally and in writing; maintain effective and cooperative working relationships with others; demonstrate attention to detail and maintain accurate records; utilize a variety of computer applications and general office equipment and work within the scope of authority.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must be able to move about the work environment; work in a fast paced environment; must have the ability to frequently move or re-position up to 20 pounds of materials or objects; must be able to operate certain office equipment; specific vision abilities required by this position include extended periods of time reading, close vision and ability to adjust focus. Essential duties are performed indoors under normal controlled temperature conditions; the work surface is even, carpeted, tiled and/or concrete floors.

This organization reserves the right to change job duties and responsibility as need arises. This job description does not constitute a written or implied contract of employment.

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FREQUENCY:

| | |
|--------------|----------|
| NEVER | = 0% |
| RARELY | = 10% |
| OCCASIONALLY | = 33% |
| FREQUENTLY | = 34-66% |
| CONTINUOUSLY | = 67+% |

| LIFTING | | | |
|-----------------|--------------------------|---------------------------------------------------------------------|-------------------------------|
| WEIGHT | FREQUENCY | OBJECT(S) – EXAMPLES | |
| 1 – 10 lbs. | Continuously | Paper, folders, books, and supplies | |
| 11 – 20 lbs. | Continuously | Paper, soda supplies, books, maps, and supplies | |
| 21 – 40 lbs. | Frequently | Copy supplies, maps, and miscellaneous | |
| 41 – 50 + lbs. | Occasionally | Books, supplies, and miscellaneous; using assistance when necessary | |
| CARRYING | | | |
| 1 – 10 lbs. | Continuously | Paper, folders, books, and supplies | |
| 11 – 20 lbs. | Continuously | Paper, soda supplies, books, maps, and supplies | |
| 21 – 40 lbs. | Frequently | Copy supplies, maps, and miscellaneous | |
| 41 – 50 + lbs. | Occasionally | Books, supplies, and miscellaneous; using assistance when necessary | |
| | Bending | Frequently | Squatting Occasionally |
| | Kneeling | Rarely | Crawling Rarely |
| | Climbing | Occasionally | Reaching Continuously |
| | Grasping | Continuously | Sitting Continuously |
| | Fine Manipulation | Continuously | Standing Continuously |
| | Walking | Frequently | |

Applicant Declaration:

I have read the qualifications and requirements for the position of **General Office Clerk**. To the best of my knowledge, I can perform these duties with or without accommodation.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____