

Administrative Assistant

Tri-County Water is looking for an Administrative Assistant who is the customer service representative and will perform administrative and office tasks such as answering phones and email, receiving customers, scheduling work orders, and providing general information. They are also responsible for maintaining Caselle water billing software and collecting, inputting, managing, and reporting various customer data. This role requires a demonstrated proficiency of Caselle software, map reading, Microsoft Word, and Excel. This role requires possessing effective communication skills and ability to management time and tasks.

TYPICAL DUTIES:

- Performs duties of receptionist and customer service representative accepting payments, answering, and directing telephone calls and customer requests.
- Input pertinent data to produce all weekly mailings to customers such as bills, delinquent notices, general account correspondence, etc. Make changes to customer data base such as address, owner, etc.
- Prepare work orders and provide information and direction to field crew concerning customer problems. Maintain computer maintenance history file on work order.
- File such things as work orders, service agreements, all forms attached to service agreements, and maintain file system in neat and orderly fashion.
- Prepare forms, input, and check data, prepare summary sheets, prepare meeting minutes, and the like.
- Perform all general office tasks such as ordering supplies, cleaning office, and other duties as assigned.

QUALIFICATIONS:

- Strong database skills
- Knowledge of and ability to use personal computers (PC), selected software, peripherals, and other technical tools to produce maps, drawings, spreadsheets, charts, tables, etc.
- Ability to operate 10 key type adding machine and basic knowledge of mathematics required to fulfill job tasks.
- Demonstrated ability in Caselle, Word, and Excel software.
- Knowledge of language and grammar needed to maintain good written and oral communication.
- Ability to be courteous and polite and deal with a wide variety of customers and customer related issues.
- Thorough knowledge of District guidelines and operating policies.
- Are accurate and organized.
- Ability to interpret property boundary descriptions (both aliquot parts and metes and bounds) and read and use District map and as-built system (computerized and paper).

Position is open until filled.

Job Type: Full-time

2022 Starting Salary Range: \$46,805 – \$54,995 depending on experience

Benefits:

- 457(b)
- Health and Dental insurance
- Paid Time Off
- Cafeteria Plan

Return resume and application to Tri-County Water, 647 N. 7th St, Montrose, CO 81401