

Administrative Assistant

Tri-County Water is seeking an Administrative Assistant who is customer service oriented and willing to perform a multitude of administrative and office tasks such as answering phones and email, receiving customers, scheduling work orders, and providing general information. The ideal candidate is responsible for maintaining Caselle water billing software and collecting, inputting, managing, and reporting various customer data. This role requires a demonstrated proficiency of map reading, Microsoft Word, and Excel. Must possess effective communication skills and ability to manage time and tasks.

TYPICAL DUTIES:

- Performs duties of receptionist and customer service representative accepting payments, answering, and directing telephone calls and customer requests.
- Inputs pertinent data to produce all weekly mailings to customers such as bills, delinquent notices, general account correspondence, etc. Makes changes to customer database such as address, owner, account notes etc.
- Prepares work orders and provides information and direction to field crew concerning customer concerns. Maintains computer maintenance history file on work orders.
- Files such things as work orders, service agreements, all forms attached to service agreements, and maintains file system in a neat and orderly fashion.
- Prepares forms, inputs, and checks data, prepares summary sheets, prepares meeting minutes, and the like.
- Performs all general office tasks such as ordering supplies, cleaning office, and other duties as assigned.

QUALIFICATIONS:

- Strong database skills. Caselle software experience highly preferred.
- 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 adding machine and basic knowledge of mathematics required to fulfill job tasks.
- Demonstrated ability in Word, Excel, and various other 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 both internal and external.
- Must have the ability to gain thorough knowledge of District guidelines and operating policies.
- Accurate, detail oriented, and organized.
- Must have the ability to learn 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

2024 Starting Salary \$50,820 annually

Benefits:

- 457(b) employer funded
- Health(individual and family premiums paid by the District), Dental, Vision and Life insurance
- Paid Time Off
- HSA (fully funded by the District)

Application and resume can be submitted to Tri-County Water, 647 N. 7th St, Montrose, CO 81401 or email to sandy@tricountywater.org