

East Columbia Basin Irrigation District

55 N. 8th Ave., PO Box E
Othello, WA 99344
509.488.9671 Fax 509.488-6433

JOB DESCRIPTION

Job Title: Water Records Clerk
Department: Administration
Reports To: Assistant Secretary/Treasurer
Pay Range: Hourly
FLSA Status: Non-Exempt
Union: No

SUMMARY:

This position is for the primary purpose of keeping water records for all water users within the District. The incumbent receives monthly water delivery data from the Districts Watermaster sections, inputs this data into the computer system, verifies its accuracy and prepares monthly usage reports for the Districts Ditchriders and water users in a timely manner. The incumbent is required to achieve a complete working knowledge of the District's water and land record keeping system, Reclamation Reform Act compliance policy and procedures, assessment billing and receipting procedures, office clerical and filing. Incumbent is also required to have a working knowledge of the districts accounting and business procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following list is representative of the duties and responsibilities of this position, and is not meant to be an exhaustive list of all possible tasks to be performed.

- Receives monthly water delivery data from the District's Watermaster sections, inputs this data into the computer system
- Monitors water use and reports any ineligibility to the proper Watermaster section
- Receives data in electronic form from numerous Ditchriders and relief riders
- Prepares water delivery forms for Ditchriders
- Preparation of monthly usage reports for the District's Ditchriders and water users in a timely manner
- Maintains up-to-date owner and operator records of lands within the District
- Assist landowners with annual form requirements and in the compliance with federal regulations regarding acreage limitation.
- Prepares annual irrigation assessments
- Prepares the annual District crop report by reviewing the collection and compilation of the crop report information received from the Districts Watermaster sections
- Responsible for renewing and issuing of water contracts
- Answer phone calls and provides general customer service both over the telephone and at the front counter

- Accepts payments from customers, receipts payments into the District's accounting system and prepares deposits
- Assists landowners with annual form requirements, and in the compliance with federal regulations regarding acreage limitation
- Will assist the Secretary Manager and Assistant Secretary when needed
- Achieve complete working knowledge of the District water and land record keeping system, Reclamation Reform Act compliance policy and procedures.
- Responsible for word processing, spreadsheet reporting and other administrative assistant functions either from oral or hand-written material. Completes assembly and distribution of this material in final form.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

JOB REQUIREMENTS:

The following job requirements are representative of the education, experience, knowledge, skills, and abilities required to successfully perform the duties of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High School Diploma, GED or comparable education required, at a minimum
 Post-high school education in business or business related field desirable
 Vocational certificate or associates degree is desirable
 Clerical background helpful
 Administrative background helpful
 Irrigation background helpful

Knowledge/Skills/Abilities:

- Computer proficiency, such as email, Excel, Word, Access, 10 key, I PADS and Power Point
- Ability to use spreadsheet and word processing software (Microsoft Office)
- Customer Service
- Basic knowledge of mathematics
- Accuracy of work
- Ability to communicate in both verbal and written correspondence
- Working in a fast paced atmosphere
- Ability to use and administer I PADS

Other:

- Must possess a valid Washington State driver's license with a good driving record (MVR must be provided as a condition of hire)
- Must pass a criminal background check and pre-employment drug screen as a condition of employment
- Must display a positive attitude and promote team work

- Must display a courteous, respectful and tactful manner with supervisor, co-workers and the public
- Must follow all District safety policies

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- Must be able to stoop, kneel, crouch, or crawl
- Must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Must be able to have vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Must have manual dexterity in order to operate a motor vehicle, personal computer, keyboard and mouse
- Must be able to communicate clearly, both orally and in writing
- Ability to work and drive in all weather conditions and traverse in varied types of terrain

Working Conditions:

This position will expose the worker to environmental conditions found both indoors and outdoors.

- May be exposed to extreme temperatures (heat and cold)
- May be required to work in close quarters and cramped spaces
- May be exposed to fumes, odors, dust and other pollutants
- Occasionally be exposed to hazards such as rapidly moving water
- May be exposed to heights up to 20'
- May be exposed to loud noise levels

Compensation:

Wage: Hourly rate

Step 1- \$26.26 (effective 07.07.2025)

Step 2- \$28.66

Step 3- \$30.42

Step 4- \$32.18

Benefits:

- Health Insurance
 - Including medical, dental and vision
- Basic life insurance, Accidental Death & Dismemberment (AD&D) and long-term disability
 - Supplemental life, AD&D and long-term disability insurance available
- Annual & Sick Leave
- Nine paid holidays, two 3 ½ hour Holidays and one Floating Holiday
- WA Public Employees Retirement System
- Voluntary Washington Deferred Compensation Program

This is a full-time position located in Othello, WA. Normal hours will be Monday through Friday, 7:30 AM to 5:00 PM, but may vary. Standby and emergency callouts may be required. Travel outside the District may be required to attend conferences, meetings and/or trainings. (Expenses reimbursed for District travel.)

The Water Records Clerk position is classified as a non-bargaining unit position and not covered by the collective bargaining agreement (See Section II.d. of the Personnel Practices and Procedures Manual).