

**Reports To:** Financial Services Manager

**Supervises:** N/A

**Summary:** Follows the direction of the Financial Services Manager while working in conjunction with other managers. Meets and greets public and answers all incoming calls.

**Essential Duties and Responsibilities Include:**

- ◆ Perform receptionist duties that include answering telephones, routing calls, taking messages, greeting visitors.
- ◆ Route incoming mail.
- ◆ Assemble, copy, mail, fax, e-mail various reports, letters, or memos as requested.
- ◆ Perform secretarial duties as required.
- ◆ Record all incoming cash receipts
- ◆ Handles Petty Cash
- ◆ Check in Recreation receipts.
- ◆ Provides desk support for A/R bill inquiries.
- ◆ Issues park permit books and maintain reconciliation log for permits sold.
- ◆ Handle requests for Guest House Reservations.
- ◆ Maintains postage meter.
- ◆ Supports with coordinating maintenance and repairs to office equipment.
- ◆ Orders office supplies and periodically verifies routine supplies are on hand.
- ◆ Notary Public
- ◆ Supports staff with files for Document Storage and Destruction
- ◆ Adhere to the District's Safety Program.
- ◆ Ensure work is performed in a safe and organized manner and that the District's facilities are maintained in an operational and orderly manner.
- ◆ Follows appropriate policies, procedures, rules and regulations. Maintains accurate records.
- ◆ Perform other duties as required.

**Knowledge Required:**

Overall understanding of the District's operations including local, state and federal laws, regulations and policies governing the District including the District's enabling legislation (CRMWD Act), TCEQ rules and regulations, Mission of CRMWD.

**Coordination and Communication:**

Activities of the District require continual communication and coordination. Communication and coordination may include Board members, managers, employees, customers, landowners, elected officials, local, state and federal agencies, consultants, vendors and the general public. If unusual or emergency situations arise, the appropriate person(s) should be notified as soon as possible.

**Education, Training, and Experience:**

High School Diploma or GED required. Entry level to one year related experience preferred.

Should have a professional and courteous telephone manner, legible handwriting, well organized and ability to handle a multiple-lined phone system.

**Certification or License:**

Valid Texas Drivers License - Class "C" required.  
Notary Public, State of Texas.

**Equipment Used:**

General office equipment, including personal computer, Dictaphone, Typewriter, 10-Key calculator, fax machine, copier, electronic postage machine and automobile.

**Physical / Mental Demands:**

Sight, hearing, and speech are required. Requires ability to read, write, reason, and communicate at such a level that work assignments can be completed accurately and timely. Requires ability to work with co-workers and the public. Most of the work is performed in an office environment however field visits may be required.