

# Nevada Irrigation District

1036 W. Main St. Grass Valley, CA 95945 (530) 273-6185

[www.nidwater.com](http://www.nidwater.com)



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## Dispatcher I/II Internal / External Job Posting

Dispatcher I – Hourly Wage: \$22.16/hour - \$26.94/hour

Dispatcher II – Hourly Wage: \$24.49/hour - \$29.75/hour

*In addition to a competitive salary, Nevada Irrigation District offers an excellent benefits package.*

*See Benefits Bulletin at [www.nidwater.com](http://www.nidwater.com) for more details. EOE*

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### **APPLICATION PROCEDURE & DEADLINE:**

A completed Nevada Irrigation District [Application](#) must be submitted to be considered for this position. Applications may be hand delivered, mailed or emailed to [hr@nidwater.com](mailto:hr@nidwater.com). A resume and cover letter are strongly encouraged. Applications must be received **no later than Tuesday, March 19, 2019 by 5:00 pm.**

### **JOB OVERVIEW:**

To perform a variety of customer service support duties; to receive and respond to customer service calls, dispatching appropriate personnel; to receive and process payments; to organize and maintain related records; to balance and reconcile accounts; and to perform related support duties in the area of assignment; to perform duties requiring specialized knowledge; and to provide administrative support to the Customer Service Administrator.

### **GENERAL QUALIFICATIONS and SPECIAL REQUIREMENTS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** **Dispatcher I** - One year of clerical, accounting, or dispatching experience that involved providing customer service.

**Dispatcher II** - Two years of responsible experience similar to Dispatcher I with Nevada Irrigation District.

**Education:** Equivalent to completion of the twelfth grade.

**License:** Possession of a valid California driver's license.