



## VACANT POSITION

Open until filled

**Job Title:** Cashier/ Customer Service/ Dispatcher  
**Department:** Finance  
**Reports To:** Customer Service Manager  
**FLSA Status:** Non-Exempt-\$11.88  
**Full Time Position and Full Benefits**

### General Definition of work:

The Cashier, Customer Service and Dispatcher interacts with Laguna Madre Water District customers by addressing inquiries and resolving complaints. Dispatches field activities communication. Operates cash register and safeguard company assets.

### Essential Job Functions, Duties and Responsibilities:

- Collects and enters orders for new or additional products or services.
- Accepts money in the form of cash, checks, and credit or debit cards.
- Answer incoming calls in the absence of the senior Cashier, Customer Service and Dispatcher.
- Coordinates, response and deliver of received information to field staff.
- Works in a safe manner and assures the reporting of unsafe activities and conditions to the Customer Service Manager.
- Follows District-wide safety policy and practices and adheres to responsibilities concerning safety prevention.
- Performs other related duties as assigned.

### Requirements/Skills:

- A High School diploma or GED
- Texas driver's license.

### Other Requirements

Must work with the highest ethics degree and confidentiality.

The Laguna Madre Water District requires that all employees possess or have the aptitude, desire and ability to be professional, courteous and competent in all their interactions with the public, customers and fellow employees.

To Apply log in to [www.lmwd.org](http://www.lmwd.org) download job application, and send it with your resume to: Human Resources Department or via email to [HR\\_LMWD@lmwd.org](mailto:HR_LMWD@lmwd.org) Laguna Madre Water

*Laguna Madre Water District is an Equal Employment Opportunity Employer*