



VACANT POSITION

Open until filled

Job Title: Cashier/ Customer Service/ Dispatcher
Department: Finance
Reports To: Customer Service Manager
FLSA Status: Non-Exempt-\$12.72
Full Time Position and Full Benefits

A Laguna Madre Water District Job Application is Required to be considered for this position.

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 download job application, and send it with your resume to: Human Resources Department or via email to HR_LMWD@lmwd.org Laguna Madre Water



105 Port Road, Port Isabel Texas 78578
Phone 956-943-2626 Fax 956-943-6662

FOR OFFICE USE ONLY

Action (s)

Date (s)

APPLICATION FOR EMPLOYMENT “An Equal Opportunity/Affirmative Action Employer”

Instructions: Read the job announcement before filling out this application. Complete each item accurately with detail. Resumes may be submitted but will not be accepted in lieu of a completed application. A District application is required for each Job for which you are applying. Incomplete and/or unsigned applications will not be accepted. In compliance with federal law, all persons employed by LMWD must submit proof of identity (copy of driver’s license and proof of eligibility to work in the United States. The LMWD is a drug free workplace. Applicants who are considered for a position with LMWD will be required to undergo and successfully complete drug and alcohol testing before a position will be offered to them. Employees of LMWD may be required to undergo drug and alcohol testing during the course of their employment in accordance with LMWD policies. The LMWD does not discriminate on the basis of race, color, religion, sex, national origin, age, citizenship status or disability with respect to the terms, conditions or privileges of employment or with respect to recruitment for employment.

PERSONAL DATA

(Last Name) (First Name) (Initial)

(Street Address, RFD, or P.O. Box)

(City) (State) (Zip Code)

Phone Number: Alternate Phone:

Position Applied For:

You will be available to start work effective when?

Have you ever been employed by LMWD? ☐ Yes ☐ No If yes, date(s) _____

Are you or your spouse related to any LMWD officer or employee of this employer? ☐ Yes ☐ No

If yes, name of officer or employee _____

EDUCATION AND TRAINING

Name of Schools Attended and Location	Dates Attended From To	Major Field	Degree Received

List and describe any training licenses, certifications, language proficiencies or other qualifications which have not been previously listed that you believe relate to the position for which you are applying. Be specific.

SKILLS

List all skills and other training you have received and that you believe will allow you to perform the work required.

EMPLOYMENT EXPERIENCE

List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on separate sheet(s) of paper.

May inquiry be made of your present employer? ☐ Yes ☐ No

NAME AND ADDRESS OF EMPLOYER	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					
	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					
	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					
	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					
	FROM		TO		REASON FOR LEAVING
	Mo.	Yr.	Mo.	Yr.	
	POSITION HELD & DESCRIPTION OF DUTIES:				
Supervisor:					
Telephone:					
Salary:					

ADDITIONAL INFORMATION

By law, you must be authorized to work in the United States in order to be employed by the Laguna Madre Water District. If you are one of the following, please check this box: ☐

- A citizen or a national of the United States.
- An alien lawfully admitted for permanent residence.
- An alien authorized by the Immigration and Naturalization Service to work indefinitely in the United States.

Have you ever been convicted of a felony or other crime? ☐ Yes ☐ No

If yes, please explain. (You may omit convictions for minor traffic violations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment. The seriousness of the crime, the date of conviction, and the relevance of the crime to this position will be considered.)

If the position for which you are applying requires operating a motor vehicle, do you have a valid Texas driver's license?

☐ Yes ☐ No If yes, type of license: ☐ Operator ☐ Commercial Type _____ ☐ Chauffeur

REFERENCES

List three persons not related to you who are qualified to describe your capabilities for the position you seek.

Name	Address	Phone	Occupation

Have you been fired or asked to resign from a job within the last five years? YES NO

How did you find out about this vacancy? Newspaper _____ Work in Texas _____ LMWD Employee _____

Other _____, Specify _____

ATTESTATION

I hereby authorize this employer to review and obtain my employment records from all of the employers listed above, and by my signature below, and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of driver's license, all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I understand that any misrepresentation made in this application will result in failure to hire me or, in the event of my employment, will result in my discharge.

I understand and agree that any offer of employment will be contingent upon my satisfactorily passing a drug, alcohol, test and a background check.

Further, I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

NOTE: If you are called for an interview, you must bring your valid driver's license, copy of High School Diploma, GED Certificate, College Transcripts, Copy of Degree, Copy of any other Training Certificates.

Signature of Applicant: _____

Date: _____

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Interviewed by: _____

Date: _____

Date of Employment: _____

Position Title: _____

Hourly Rate/Salary: _____

Department: _____