

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV36000
Job Class Code:	700	Salary Schedule:	ASRRWATRC
EEO Category:	03	Grade:	13
Workers Comp Code:	9410		

Job Code Established:	12/01/89	Effective Date:	12/01/89
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Resources Development Series

JOB CODE TITLE: WATER RESOURCE TECHNICIAN I

HRIS TITLE: WATER RESRCES TECH I

CHARACTERISTICS OF THE CLASS: Works under the immediate supervision of office supervisory or professional staff, within established, well defined guidelines. All decisions reviewed by supervisor. Participates in a variety of technical support activities involving review of water user generated reports/applications, data verification through records search and/or field observation/data collection, and data input/retrieval utilizing computerized data bases. Work product consists of applications for water rights assignment/conveyance processed; annual reports of water usage processed and fees collected; computerized data bases and related records/files maintained with up-to-date information; appropriate field data gathered. Responsible for timely and accurate processing of water rights applications and water usage reports; accurately gathered field data and/or records research data.

EXAMPLES OF DUTIES: Responds to questions regarding procedure for completing water rights assignment/conveyance applications. Responds to questions regarding procedure for completing annual water usage reports. Searches records, files, and computerized databases for water rights/usage oriented information requested by agency staff and/or the public. Processes water rights assignment/conveyance applications. Reviews annual water usage reports for completeness and timeliness. Maintains water rights/usage files/records, including computerized databases. Assists in gathering field data regarding water usage and/or water rights assignment/conveyance. Performs related work as required.

WORK CONDITIONS: Works in typical office environment; field activities involve exposure to a variety of weather conditions and may require occasional overnight travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: water rights assignment/conveyance procedures/ processes; water user reporting requirements, policies, and procedures; water resources oriented filing and records maintenance systems, including computerized data base input/ retrieval procedures; standard equipment/materials used in water usage oriented data gathering; the system of land/property description/ identification used in Arizona.

Skill/Ability to: operating field data gathering equipment; reading/understanding water usage oriented data sources; researching water rights/usage oriented information from appropriate records, files, and computerized data bases; file/records maintenance, including computerized data base information input/retrieval; oral and written communication. One year of experience involving application and/or report review, real estate and/or land title data research/verification, water rights and/or real estate oriented records/file maintenance, or land/water measurement/calculation; OR six semester hours post-high school education in science, engineering, natural resource management, or mathematics substitutes for each six months of the required experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.