CLASS SPECIFICATION

WATER RIGHTS TECHNICIAN

DEFINITION

Under general supervision, researches and analyzes water rights documents; processes water rights documents in accordance with Federal, State, and County regulations and laws; provides information regarding water rights issues; performs general administration of Washoe County water rights and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One (1) year of full-time experience administering water rights, including acquisition, dedication, maintenance, research, and transfer of water rights; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Research legal chains of title and ownership status of water rights using County Assessor, County Recorder, State Engineer, and Federal Water Master records.

Prepare and submit to the Nevada State Engineer’s office various state water rights administrative forms and applications. (Example: Proof of Completion and Beneficial Use, Extensions of Time, Reports of Conveyance).

Receive and analyze water rights deeds and agreements for completeness and correctness in accordance with County Code and State Law.

Research State Engineer’s water rights file to determine the status and standing of water rights permits.

Assure an accurate computerized water rights database necessary for the management of Washoe County’s water rights.

Analyze subdivision maps, tract maps, and parcel maps to convert surveyors written land descriptions into specific geographical location.

Answer individual, developer and public agency inquiries concerning County ordinances and State laws regarding water rights, dedication procedures, policies, and requirements.

Draft original correspondence regarding water rights related issues.

Utilize subdivision and/or commercial water consumption analyses in order to prove beneficial use of Washoe County water.
Provide necessary legal and technical descriptive information required by the State Engineer’s Office for the preparation of water rights maps.

Calculate Water Rights demands for subdivision map submissions.

Provide research, data collection, and other water rights support activities requested by the Department of Water Resources staff.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
County, State, and Federal ordinances and statutes pertaining to water rights dedication requirements.

Functions and responsibilities of other agencies concerned with water rights.

Department/division policies and procedures.

Computer software specific to the department.

**Ability to:**
Independently research water rights related matters and issue opinions.

Maintain and modify water rights records system using computer software.

Read, understand, and participate in the preparation of legal descriptions of water rights, real property, easements, and water rights maps.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
The principles and procedures involved with the establishment and administration of water rights.

Record keeping and basic office practices.

State law pertaining to water rights.

Techniques of data collection and evaluation.

Basic database computer programs.

Basic mathematics.

**Ability to:**
Read, interpret, and apply laws, rules, regulations, and policies related to water rights.

Read topographical maps.

Determine the status of a water rights permit.

Draft, complete, and record documents for water rights transfers and agreements.

Prepare data, plans, and maps for reports and presentations.
Conduct property title searches and evaluate acceptability of water rights for County use.

Organize and prioritize work.

Work independently.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with the public and public agency staff.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved ______ WERCCS Job Evaluation Committee ________ Date ______ August 2003 ______