

Hidalgo County Irrigation District No. 1 An Equal Opportunity Employer

Position: Front Desk Secretary / Customer Service Representative

Requirements: High school graduate or equivalent, Reliable, professional, bondable, and customer-focused

Role: We are seeking a dedicated individual to serve as the first point of contact for landowners, farmers, contractors, and the general public. Duties include answering phones, processing water purchases, posting payments, handling subdivision submittals, cashiering, clerical tasks, and record-keeping, explaining district policies with patience and professionalism and other duties as assigned.

Ideal Candidate: Detail-oriented, comfortable with cash/check handling, organized and able to maintain office files. Experience with ECLIPSE irrigation system program a plus.

To Apply: Submit your application, resume and high school diploma/GED verification to the District Office by **June 30, 2026**.

An application and complete job description can be obtained by emailing daisy@hcid1.com or at 1904 N. Expressway 281, Edinburg, Texas 78542, (956) 383-3886.