

<b>Job Posting #:</b>	20CU05272025	<b>Posting Type:</b>	External
<b>Job Title:</b>	Distribution Design Representative	<b>Grade/Classification:</b>	Non-Exempt
<b>Department:</b>	CU Distribution Design	<b>Location:</b>	Culpeper, VA

## JOB DESCRIPTION

### OVERVIEW

The Distribution Design Representative will provide maximum customer service by delivering prompt, efficient, and courteous support that fosters goodwill between the Cooperative and its members. Additionally, the goal is to build strong working relationships among the Regional Offices to ensure consistent, high-quality customer service across all areas.

### ROLE AND RESPONSIBILITIES

- Receives and processes member requests for new services
- Inputs, updates and verifies data in NISC, IVUE, TWACS, NMS
- Reviews and verifies jobs for release to construction
- Prepares correspondence to consumer requesting easements, CIACS, etc.
- Answers member questions relating to job to be worked
- Utilize Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities
- Other duties as assigned

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or GED (General Equivalency Diploma) required with a general business course curriculum or equivalent preferred. Three (3) years' experience in general secretarial work is preferred, including experience in communicating with the public, with nine (9) to twelve (12) months' experience working with Rappahannock Electric Cooperative policies and procedures.

The ideal candidate must be able to perform general office skills including strong knowledge of Microsoft Office and Windows, data entry, typing correspondence and forms, perform general filing, and strong verbal communications and telephone skills in dealing with the public. Must be able to answer outage calls, operate two-way radio, and assist in processing routine large power accounts.

Must be able and willing to develop a working knowledge of Cooperatives Integrated Systems to include but not limited to the following, NISC, Scheduler, Financials, Service and NMS. Must have the ability to simultaneously enter data while speaking with customers on the telephone. Must have the ability to communicate with and develop good working relationships with fellow employees and customers.

Usual office conditions, however, are required from time to time. Occasional travel to meetings, seminars, and conferences. Overnight and/or long-distance travel may be required. May be required to work outside of regular scheduled hours to assist during major outages and other urgent business needs.

### HOW TO APPLY

**Internal Applicants:** Interested parties should submit an internal application via the HR HUB OR resume via [rech@myrec.coop](mailto:rech@myrec.coop).

**Applicants:** Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #20CU05272025

**Deadline: Tuesday, June 3<sup>rd</sup>, 2025 @ 5:00 PM EST**

\*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.