

### **Utility Clerk/Office Assistant**

This full-time position is responsible for maintaining Water and Sewer Customer accounts, general clerical functions, organization and record keeping.

#### **Job Responsibilities:**

Greet and address Customers (Counter and phone calls)

Process Customer payments

Customer Accounts - billing and usage

Generating Work Orders

Monthly Reporting

Process Customer concerns

#### **Qualifications:**

- High School Diploma is required.
- A minimum of three (2) years of office clerical experience involving computer record keeping; and evidence of training and experience in office procedures, word processing, and spreadsheet applications, is required. Experience with cash management and cashier operations, is desired.
- Must be at least 18 years of age, a citizen of the United States, and possess a valid North Carolina Driver's License with a satisfactory driving record.
- Must be able to pass a background check and Drug test.

#### **Knowledge, Skills and Abilities:**

- Well-developed communication skills, both verbal and written.
- Working knowledge of accounting principles and practices, governmental or utility desired.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to manage time well, be highly organized and plan work assignments effectively to maintain a smooth flow of record keeping and information processing.
- Ability to use modern office technology, including a personal computer.
- Ability to establish successful working relationships.
- Independent thinker