

CUSTOMER SERVICE CLERK – Job Description

Applicants must be honest, bondable, dependable, ability to multi task, enjoy working with the public, have outgoing personality, have experience with Microsoft Word, Excel and Outlook.

1. Answer phones.
2. Operate a cash register.
3. Take credit card payments over the telephone
4. Wait on walk in & drive through customers and take payments
5. Open mail, add checks and give to bookkeeper to post
6. Contact customers regarding excessive water bills
7. Prepares paperwork on water disconnections
8. Filing
9. Prepares service work orders
10. UBS Billing - Water billing on occasion
11. On a rotating basis – Carries Emergency Phone for emergencies calls after hours, and contacts appropriate employees.
12. Various tasks as assigned by the Office Manager, Administrative Assistant and the General Manager.