

RECRUITMENT ANNOUNCEMENT
Utility Customer Service Representative

Washington County, North Carolina is seeking a Utility Customer Service Representative to perform technical and administrative duties in support of the Public Utilities Department including accepting and processing customer payments, entering and updating account information, and preparing work orders and reports for new and existing accounts.

Minimum qualifications include graduation from high school or equivalent; supplemented by 1-2 years of experience performing general clerical, customer service or accounting work; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Candidates must have a valid NC Driver's License and the ability to operate computers proficiently. A drug test, skills aptitude test, and background investigation will be required.

Washington County offers a generous benefits package in addition to a salary range of \$23,134 - \$33,465 for this position dependent upon qualifications.

Applicants must submit a completed official County Job Application Form to: Fetima Moore, HR Specialist, at PO Box 1007, Plymouth, NC 27962.

Applications and a full position description may be obtained in person from the County Manager's Office at 116 Adams Street in Plymouth, or can be downloaded from:

[http://www.washconc.org/PDFs/Jobs/Employment App 10 27 2010.pdf](http://www.washconc.org/PDFs/Jobs/Employment_App_10_27_2010.pdf)

Applications will be accepted until the position is filled. Initial review expected by March 15th. Washington County is an equal opportunity employer.