

RECRUITMENT ANNOUNCEMENT

(Re-Posted 3/15/19 - Expected Review Date: 4/5/19)

WASHINGTON COUNTY - UTILITY CUSTOMER SERVICE REPRESENTATIVE

Salary Range: \$23,597 - \$34,134 (Dependent on Qualifications)

Washington County seeks qualified applicants for the position listed above, to perform technical and administrative duties in support of the Finance & Public Utilities Department.

Essential duties: Accepting and processing customer payments, entering and updating account information, and preparing work orders and reports for new and existing accounts.

Minimum qualifications: High school diploma or equivalency required; 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.

Other: Candidates must have a valid NC Driver's License and the ability to operate computers proficiently including MS Word and Excel. A drug test, skills aptitude test, and background investigation will be required.

Applicants **MUST** use and submit a complete official Washington County Job Application Form to: Fetima Moore, HR Specialist, at PO Box 1007, Plymouth, NC 27962.

Official 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/human_resources-Job_Openings.aspx

Applications will be accepted until the position is filled. Washington County offers a generous benefits package in addition to a salary, and is an equal opportunity employer.