

**THE WATER WORKS & SEWER BOARD
OF THE CITY OF SELMA**

*Please apply at the Administrative Office
1600 Selma Avenue Selma, Alabama 36701*

POSITION: CUSTOMER SERVICE REPRESENTATIVE

PURPOSE: TO ESTABLISH AN ELIGIBLE REGISTER OR FILL PRESENT AND FUTURE VACANCIES WITH THE WATERWORKS AND SEWER BOARD OF THE CITY OF SELMA

MINIMUM SALARY: \$21,742.82

MAXIMUM SALARY: \$33,084.27

POSTING DATE: SEPTEMBER 24, 2020

CLOSING DATE: OCTOBER 8, 2020

FRINGE BENEFITS INCLUDE MEDICAL INSURANCE, RETIREMENT, PAID VACATION, HOLIDAYS AND SICK LEAVE.

JOB REQUIREMENTS

- Collects water and sewer payments and other fees from customers; posts entries to proper accounts.
- Assists customers with account inquires and complaints.
- Tabulates and balances daily deposits.
- Compiles weekly delinquent accounts report.
- Processes applications for new water service, transfer of service, or discontinuance of service.
- Prepares work orders for service connections and in response to customer requests.
- Answers telephone and direct calls.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform basic mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

AN EQUAL OPPORTUNITY EMPLOYER

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA PROVIDES A PUBLIC PERSONNEL SYSTEM BASED ON MERIT PRINCIPLES. IT STRIVES FOR THE CONSTANT IMPROVEMENT TO THE PUBLIC SERVICE BY EMPLOYING AND DEVELOPING THE BEST QUALIFIED PEOPLE AVAILABLE, REGARDLESS OF THEIR RACE, COLOR, CREED, SEX, POLITICAL BELIEFS, NATIONAL ORIGIN, OR DISABILITY.

DRUG FREE

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA IS A CERTIFIED DRUG-FREE WORKPLACE.