

THE TOWN OF Batesburg-Leesville

Job Posting

Customer Service Representative – Billing Clerk – Utility Department

Brief Description of the Job

Performs routine clerical, accounting, administrative and data processing work in the billing of utility and other public services to maintain water, sewer, and other public services. Standard assignments are completed with only indirect supervision provided. Regular assistance is given to other office personnel in the performance of routine office functions as needed. Works daily with Meter Readers. Perform additional functions as directed by supervisor.

Job Duties

- Provide general customer assistance to customers at the front window in a fast-paced office,
- Writes and types or enters information into the computer, prepare correspondence, receipts, or other documents,
- Answer incoming calls and directs citizens requests for service to appropriate department.
- Provides direct assistance to the Utility Billing Supervisor,
- Processes new utility accounts, account changes and finals on accounts for the utility department,
- Performs all duties on collection of payments including drop-box, mail, credit cards and walk-in customers. Post all payments and reconciles cash drawer, prepare deposit when needed.
- May be required to work additional hours when workload dictates,
- Will be required to stay late the day before cut-off to assist with preparation of cut-off day. Also, required to come in early the day of cut-off.

Qualifications

- High School diploma or GED equivalent with specialized course in general office practices such as typing, accounting data processing. Excellent record keeping skills are a must.
- Must have a valid South Carolina Driver's License.

Salary Info: Starting salary will be contingent upon education, training, and experience. The Town provides benefits, to include, medical, vision, dental, life insurance, annual leave, paid sick leave, and SC State Retirement.

How to apply

Applications can be picked up at the Batesburg-Leesville Town Hall, 120 West Church Street Suite A, Batesburg-Leesville, SC or at www.batesburg-leesville.org For more information regarding this position or to receive an application electronically, please contact Danna "Cricket" Leaphart, Human Resources, at (803) 532-4601 or dleaphart@batesburg-leesville.org .

Deadline: OPEN UNTIL FILLED

The Town of Batesburg-Leesville is an Equal Opportunity Employer. The Town of Batesburg-Leesville does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.