

NOTICE OF VACANCY

Date of Notice..... March 24, 2014
Position..... **Water & Sewer Utilities Clerk – Part Time (16 hours/week)**
Pay Range..... \$16.10 to \$21.45/Hour

Requirements/Qualifications..... Reads water meters, schedules final reads, calculates and prepares final bills. Sets up water and/or sewer accounts, coordinates water/sewer billing, printing and mailing, proofs bills prior to mailing. Maintains ratepayer water/sewer accounts (usage, billing & payment histories) website. Reviews abatement requests, prepares application and does follow-up and decision notification. Tracks and coordinates grease interceptor inspections and backflow device testing, adds charges to water/sewer bills. Coordinates with Water/Sewer Distribution & Collection Technician for water shut off/turn on, meter replacements, leak checks and scheduling. This position reports to the Water/Sewer Engineering Technician. Ideal candidate will have a working knowledge of office procedures, practices, equipment and software programs, including Microsoft Office. Duties require knowledge and experience in general accounting. Must possess strong customer service skills with the ability to work with the general public in a respectful manner. Experience with MuniSmart municipal accounting software preferred. Must have valid driving license with clean record. And must pass a pre-employment physical and drug and alcohol test.

File application with Human Resources
Town Office Building
10 Front Street, Exeter, NH 03833
or email to: dcisewski@town.exeter.nh.us

Closing date Open until filled

Anticipated appointment ASAP

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