

Town of Exeter
Exeter NH 03833

NOTICE OF VACANCY

Date of Notice: January 22, 2025
Position: **Water & Sewer Utilities Clerk – Part-Time**
Pay Range: \$22.03 - \$30.50 (12 steps), 20 hours per week
Closing Date: Until filled

Requirements: 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 before mailing. Maintains ratepayer water/sewer accounts (usage, billing, & payment histories). Reviews abatement requests, prepares applications and follows up with decision notification. Tracks and coordinates grease interceptor inspection and backflow device testing, and adds fees to water/sewer bills. Coordinate with Water Sewer Distribution and Collection Technician for water shut off/turn on, meter replacements, leak checks, and scheduling. This position reports to the Water Sewer Superintendent.

Qualifications: The 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 respectfully. Experience with MuniSmart municipal accounting software preferred. Must have a valid driver's license.

Applications available on Town website: www.exeternh.gov

Email or mail application to: dpwapplications@exeternh.gov

Human Resources
Town of Exeter
10 Front Street
Exeter NH 03833

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