

Southwest Licking Community Water & Sewer District



Mailing: P.O.Box 215
Etna, Ohio 43018

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Pataskala, Ohio 43062

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JOB POSTING – Administrative Clerk

Posted: October 19, 2022

The Districts administration department has an opening for the following position:

Job Title: Administration Clerk
Pay Range: \$20.00 - \$28.00 DOQ

Interested candidates should submit a resume and cover letter to Josephine Carrelli, Office Manager by 4:00 PM on November 18, 2022.

Minimum Qualifications:

High school education or GED with a minimum of three (3) years' experience in office environment, preferably in customer service or governmental agency. Must have excellent phone skills and experience dealing with the public or customer base. Must have general working knowledge of computers with experience in a word processing program, spreadsheet program, and E-mail system.

Required Skills, Knowledge, and Abilities:

General knowledge of billing and receivables; Excellent customer service skills; Ability to assist and work with other District staff members including scheduling of Field Personnel for meter reading and customer service work; Flexible and willing to undertake different assignments; Ability to read and generate reports accurately; Ability to maintain records and files; Ability to plan, organize and execute assigned job duties; Ability and desire to gain a general understanding of water and wastewater collection, distribution and treatment operations.

To Apply: Please submit your resume and cover letter detailing your credentials, experience, and references:

Mail: Southwest Licking Community Water and Sewer District
c/o: J Carrelli, Office Manager
P.O. Box 215
Etna, OH 43018

Email: jcarrelli@swlcws.com

All resumes submitted within the timeframe noted above will be reviewed and considered for qualifications. The Southwest Licking Community Water and Sewer District reserves the right to determine if an applicant meets the essential qualifications of the open position.

The SWLCWS District is an equal opportunity employer.