

PLEASE POST

JOB VACANCY

THE DEPARTMENT OF HUMAN RESOURCES ANNOUNCES THE FOLLOWING VACANCY

Customer Account Representative (AFSCME)

Service Department/Water Office

Pay Range 31

Hourly rate 18.42

MINIMUM QUALIFICATIONS

High School diploma or GED equivalent, working knowledge of office procedures, methods and equipment, general bookkeeping practice, computer knowledge, and three (3) years clerical experience. Maintains an awareness of worker safety guidelines, procedures, and applies these in performing daily activities and tasks.

JOB RESPONSIBILITIES

- Interacts with customers to provide information in response to account inquiries.
- Advises customers about various service issues.
- Coordinates service with contractors.
- Computes final bills, rebates, adjustments, and attempts to collect on delinquent bills.
- Assists in maintenance of service records.
- Issues service orders.
- Collect and post payments into billing system.
- Performs other duties as required.

ALL interested and qualified persons may apply. Applicants must submit a completed application to the Department of Human Resources no later than 4:00 p.m. on Tuesday, March 20, 2018. Applications can be obtained in person or printed from our website at www.newarkohio.net.

The City of Newark, Ohio, conforms to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City of Newark strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City of Newark is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. The City of Newark prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

POSTED Tuesday, March 6, 2018