

Job Title: Office Clerk

Location: Starr, South Carolina

Job Type: Part-Time, up to 28 hours per week

Starting Salary: \$17 per hour, with evaluation after probationary period

About Us:

Starr-Iva Water and Sewer District is a growing public water system dedicated to delivering safe, reliable, and high-quality drinking water to approximately 4,800 customers in our community. We are seeking an enthusiastic team member to join us for the position of Office Clerk. This role will assist our Office Team and have potential career advancement opportunities.

Job Summary:

Under general supervision performs an assortment of administrative duties which include taking payments for water bills, performing daily deposits, processing applications for new service taps and reinstatements, and populating work orders. Also performs various duties such as handling telephone communications and greeting and receiving all visitors/vendors at the district utility office in a courteous and professional manner. Reports to the Office Manager.

- Takes and processes various forms of payment, including late fees, for monthly water bills through the drive-thru window.
- Facilitates daily deposits associated with payments for utility customers.
- Prepares and processes applications for new service taps within the district, ensuring all documentation is properly filled out. Also facilitates reinstatements for utility customers, adhering to proper procedures.
- Populates various work orders through the work order system portal for leak repairs, cut-offs, water quality checks, and customer complaints.
- Receives and signs off on packages from external delivery providers for ordered parts and equipment.
- Handles telephone communications for account lookups, customer complaints, and billing inquiries.
- Communicates readily with Office and Field Team Members in a professional manner regarding utility initiatives and strategies.
- Exchanges mail at the main office; accepts deliveries, processes packages for mailing.
- Contributes to maintaining high morale among all employees.
- Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

- Adheres to all established safety and housekeeping standards.
- Maintains a clean and organized working environment.
- Exhibits professionalism in quality of work produced.

Qualifications:

Requires a high school diploma or equivalent with experience in administrative work; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must be competent with computers and various software applications. Must possess a valid South Carolina driver's license.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications to General Manager Bryan Bates at, bbates@siwater.net. Resumes will be reviewed until May 8th, at which point applicable candidates will be notified for an interview.

Starr-Iva Water and Sewer District is an Equal Opportunity Employer and encourages candidates from all backgrounds to apply.