

The Town of St. George is accepting applications for Water Clerk.

Full time, 8:30 a.m. to 5 p.m. Monday through Friday
Starting pay is \$17.00 with full benefits.

Job Duties include but not limited to:

- Responsible for billing and setting up of water accounts. Calculates and makes adjustments to water accounts in accordance with established policies. Provides customer service to residents on all matters relating to utility accounts and trash pickup.
- Processes monthly billing and preparation of bills for mailing.
- Generates and reviews all billing reports for accuracy; processes late fees; researches customer inquiries; maintains work order files.

Qualifications:

- Requires a high school diploma or GED equivalent with one to two years of experience in clerical or secretarial work; utility billing, or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.

Applications can be found on our website at www.saintgeorgesc.org
Applications can be picked up at Town Hall or mailed to Town of St. George, Water Clerk Search, 305 Ridge Street, St. George, SC 29477; phone 843-563-3032. "EOE"