



Silver Lake Water & Sewer District

The Board of Commissioners and General Manager
invite qualified candidates to apply for:

Utility Clerk I



Requirements

Three years of multi-line telephone reception experience with a preference for high volume multi-line telephone reception with direct customer support, transaction posting, and cash handling duties with a preference for experience with Washington State Public Utility Service.

High school diploma or GED

Valid Washington State Driver's License

Salary Range

\$45,363 to \$ 66,878 (annually) with the starting salary negotiable depending on experience and qualifications.

Benefit Package

Washington State PERS, Long Term Disability, Life Insurance, Deferred Compensation, and \$2,215 per month for Medical, Dental, Vision coverage, with 75% of any remainder deposited to a Health Retirement Account (HRA).

Holidays, Vacation and Sick Leave

Thirteen annual Federal and State Holidays

**\$45,363 to \$66,878
(Annually)**

Application Process

For an application and job description, please visit
www.slwsd.com.

A signed application, along with a cover letter and resume, must be returned by mail to:

Silver Lake Water & Sewer District
Attn: Ms. Shelley Stevens
P.O. Box 13888
Mill Creek, WA 98082
(425) 337-3647 (office)
(425) 337-4399 (fax)

The Silver Lake Water & Sewer District is an Equal Opportunity Employer.

The first review of applications will be July 28, 2017.

The District is a tobacco-free and drug-free work environment.

Who We Are: The Silver Lake & Sewer District provides water and sewer utility service to approximately 17,300 residential and commercial connections in portions of the City of Mill Creek and unincorporated Snohomish County. The District is governed by an elected three-person Board of Commissioners. The District is a municipal corporation authorized under RCW 57. The District's average employee tenure is 11 years.

Who You Are: You are a dedicated customer service professional looking for the opportunity to provide excellent customer service to the District's customers. You have at least three years' experience providing excellent customer service in a fast paced environment; excellent computer and data processing skills; ability to perform basic mathematical calculations; attention to detail; ability to work well with others and coordinate work tasks and Front Counter coverage.

Where We Are Going: The Utility Clerk I opening was created by promotion of an employee into a retired employee's position. The position will report directly to the Finance Manager and work at the District's Front Counter with other employees. The District is committed to excellent customer service; including personnel answering incoming telephone calls.