



UTILITY CLERK I

\$3,780 to \$5,573 per month with excellent benefits.

Silver Lake Water and Sewer District (SLWSD) is accepting applications for immediate opening for the position of Utility Clerk I. This position will provide excellent customer service, post payments, process water and sewer service requests, and perform a wide range of other duties at the District's Front Counter. The successful candidate will have successful experience with multi-line telephone systems; accurate processing of transactions to customer accounts; strong computer applications and data processing skills; and a commitment to providing exceptional customer service in a high paced office environment.

The Application Form and a full Job Description are available at the District Headquarters or at www.slwsd.com/employment.html. Your completed and signed job application must be returned to: Silver Lake Water and Sewer District, Attn: Shelley Stevens, P.O. Box 13888, Mill Creek, WA 98082-1888 by 4: 30 p.m. Friday, July 28th, 2017 to be considered in the first review of applications. The District is a drug, alcohol, and tobacco free workplace, and an EOE employer.