

About Silver Lake Water & Sewer District

Silver Lake Water & Sewer District (SLWSD)'s mission is to provide high quality, safe and reliable water and wastewater services, while practicing good stewardship of natural and financial resources.

Incorporated in 1934, Silver Lake Water & Sewer District is a municipal corporation authorized under RCW 57. The District provides utility services to approximately 55,000 people in portions of the Cities of Everett and Mill Creek, and unincorporated Snohomish County. We are governed by an elected three-person Board of Commissioners.

Why Work for Silver Lake?

We offer outstanding careers with excellent benefits, and a positive, supportive workplace. Specific benefits include:

- \$2,600 per month for Medical, Dental, Vision coverage, with 75% of any remainder deposited to a Health Retirement Account (HRA)
- State retirement plan (Washington PERS)
- Vacation and generous paid leave program
- Thirteen annual Federal and State holidays
- Long term disability and life insurance
- Deferred compensation program + employer match
- Alternative and Hybrid work schedules available

Silver Lake Water & Sewer District is an Equal Opportunity Employer. We are also a drug, alcohol, and tobacco-nicotine free work environment.

How To Apply

The Application Form, full Job Description, and Job Brochure can be obtained by going online at slwsd.com/employment. No faxed applications allowed.

First review of applications begins on June 26, 2024.

Position:

Utility Clerk Level 1 or 2

Annual Salary Ranges:

Level 1: \$61,693 – \$90,951

Level 2: \$68,593 – 101,126

Salaries dependent on experience and qualifications

Duties:

Specific duties include but are not limited to:

- Provide telephone, front counter reception, and customer service for District customers, vendors, and staff.
- Open, process, and post mail; coordinate ACH, lockbox, and drop box payments to customer accounts.
- Post, review, and balance the cash drawer daily report; reconcile daily work and other accounting journals.
- Prepare cash, checks, and money orders for deposit, either by delivery, mail, or electronic deposit.
- Prepare service orders for customers; process move-in and move-out requests; provide backup coverage for Payment Reminder Notices, Shut Off Notices, preparing the shut-off list, and confirming payment arrangements.
- Perform customer account maintenance.
- Utility Clerk Level 1: provide backup coverage for Utility Clerk Level 2 staff.
- Assist with special projects and other duties as required.

Qualifications and Abilities:

- High School Diploma or GED.
- Three years of multi-line telephone reception experience; high volume with direct customer support preferred.
- Experience with transaction posting and cash handling.
- Basic computer, accounting and financial transaction skills; an ability to maintain financial records.
- Experience with utility billing operations a plus.

For detailed information about this position and to download a Job Application, visit slwsd.com/employment