

JOB POSTING

Onset Fire District – Water Department Part-time Clerk

The Onset Water Department is seeking applications for a part-time clerk position. The part-time clerk position has an 18 hour per week, scheduled, 9:00 am to 3:30 pm, Monday, Wednesday, and Friday. The billing clerk is responsible for a variety of office billing tasks requiring strong customer service, organizational, attention to detail, the ability to multi-task interaction with customers, processing payments, answering telephone, and performing all other related duties as assigned. Familiar with Microsoft Office, Excel, and utility billing system. Resumes will be accepted until position is filled. Applicants who have applied in the past must re-apply if they wish to be considered.

Interested applicants shall submit a letter of interest, resume and three (3) professional reference to: Clerk-Treasurer: onsetadmin@comcast.net