

JOB ANNOUNCEMENT

LAKE LIVINGSTON WATER SUPPLY CORPORATION IS NOW ACCEPTING APPLICATIONS FOR THE POSITION OF:

JOB TITLE: CUSTOMER SERVICE REPRESENTATIVE

DUTIES: To perform a variety of skilled duties in the operation and maintenance of Lake Livingston Water Supply Corporation (LLWSC) service and billing departments. This is a Clerical Level position. Position requires knowledge of basic customer service relations in accordance with policies of LLWSC. This position requires a friendly, detail-orientated person with good public relations skills.

REQUIRED KNOWLEDGE/SKILLS:

Knowledge of: Billing procedures and company policy pertaining to balancing deposits; meter reading procedures in relation to billing; submitting list of customers to disconnect for non-payment to Office Manager; proper customer service relations; clerical duties related to billing and customer service.

Ability to: understand and follow oral instructions, establish and maintain effective working relationships with other employees. Position is located in an office environment. Must be able to kneel, stoop, bend and lift 15 lbs. unattended. Must be able to stay in a seated position for extended length of time. An eligible Texas Driver's License is required for all LLWSC positions, maintaining a good driving record is required to continue employment. Must pass a pre-employment drug screening, and random testing is required.

BEGINNING SALARY/BENEFITS: \$15.00/HOUR. Employee benefits include: health insurance, supplemental policies, and 401(k). Benefits are subject to a 90 day training period.

ACCEPTABLE EXPERIENCE AND TRAINING:

Any combination of experience and training that provides the required knowledge and abilities outlined above and must have a valid driving license (eligible to be insured with company insurance automobile plan). Completion of formal or informal education, that provides the ability to read and write at a level that is required for this job. Ability to operate calculator by touch required. Computer experience preferred. High school graduation or GED is required.

APPLICATIONS WILL BE TAKEN until the position is filled on the LLWSC application form. Application forms or additional information can be obtained between the hours of 8:00 am to 5:00 pm, Monday – Friday by contacting:

LAKE LIVINGSTON WATER SUPPLY CORP.
1930 N. WASHINGTON
PO BOX 1149
LIVINGSTON, TEXAS 77351
(936)327-3107

Or www.lakelivingstonwatersupply.org under Job Openings