

**THE WATER WORKS & SEWER BOARD
OF THE CITY OF SELMA**

*Please apply at the Administrative Office
1600 Selma Avenue Selma, Alabama 36701*

POSITION: BILLING TECHNICIAN

PURPOSE: TO ESTABLISH AN ELIGIBLE REGISTER OR FILL PRESENT AND FUTURE VACANCIES WITH THE WATERWORKS AND SEWER BOARD OF THE CITY OF SELMA

MINIMUM SALARY: \$25,215.00

MAXIMUM SALARY: \$38,367.60

POSTING DATE: MAY 2, 2022

CLOSING DATE: MAY 16, 2022

FRINGE BENEFITS INCLUDE MEDICAL INSURANCE, RETIREMENT, PAID VACATION, HOLIDAYS AND SICK LEAVE.

JOB REQUIREMENTS

- Establishes meter reading routes; loads and unloads data from handheld computers.
- Calculates water bills.
- Review's billing errors; processes customer billing adjustments.
- Enters customer data into customer service information system.
- Responds to customer questions, concerns, or complaints.
- Maintains meter books.
- Answers telephone when needed.
- Operates two-way radio to maintain contact with field personnel.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Applications are available Monday – Friday 8:30 a.m. – 4:30 p.m. 1600 Selma Avenue, Selma, AL 36701. Applications are also available on the Selma Water Works and Sewer Board website.

Email Resumes: clisha14@selmawaterworksandsewer.com

AN EQUAL OPPORTUNITY EMPLOYER

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA PROVIDES A PUBLIC PERSONNEL SYSTEM BASED ON MERIT PRINCIPLES. IT STRIVES FOR THE CONSTANT IMPROVEMENT TO THE PUBLIC SERVICE BY EMPLOYING AND DEVELOPING THE BEST QUALIFIED PEOPLE AVAILABLE, REGARDLESS OF THEIR RACE, COLOR, CREED, SEX, POLITICAL BELIEFS, NATIONAL ORIGIN, OR DISABILITY.

DRUG FREE

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA IS A CERTIFIED DRUG-FREE WORKPLACE.