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Water District #5 Seeks Part-Time Clerk

OCTOBER 31ST 2022 BY DEE LOFLIN

Water District #5 Seeks Part-Time Clerk

The Water District #5 has a full Board of Directors and is moving forward and hiring a part-time Clerk.

Responsibilities include, but not limited to:

1. Handle installation/disconnect requests from customers
2. Handle billing inquiries
3. Bill customers
4. Record receipt of payments and deposit payments
5. Process all bills received and provide checks for board signatures
6. Fill all necessary documents
7. Prepare necessary reports for board members

Water District #5 is an EEOC employer.

If you are interested please contact David Cooper, President of Water District #5 Board, at (573) 421-5001.

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