



Job Announcement

Primary Cashier/Receptionist

The Lakewood Water District is looking for an entry level and dedicated individual to work as part of the office staff in the position of a **Primary Cashier/Receptionist**, full time. The District is an essential service provider and is looking for its next team member that has a desire to help deliver our world's #1 natural resource—water—safely and dependably to our community 24/7. Lakewood Water District is committed to providing excellence in the quality of our water and our service to our community.

JOB SUMMARY: This is a significant position at the District, as this employee is typically the initial contact for customers, vendors, and visitors at the District. This position performs a variety of services to the District's customers, from greeting them to receiving their payments, answering their questions, explaining their accounts to them, and giving them direction where needed. This position performs a variety of other general office and customer service-oriented activities, including answering, screening, and directing incoming telephone calls; processing accounts receivables; tracking and making arrangements for delinquent accounts; issuing hydrant and backflow permits; preparing customer correspondence; and keeping an accurate primary cashier till.

MINIMUM REQUIREMENTS: Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be: Must have obtained a High School Diploma or General Equivalency Diploma (GED). One year of related experience and/or training or equivalent combination of education and experience.

The salary range is \$3,030-\$4,460 per month, dependent upon experience, and includes an excellent benefit package. Lakewood Water District is an Equal Opportunity Employer.

An employment application and job description are available at www.lakewoodwater.org/jobs. Completed applications and resumes can be submitted via our mailing address: P.O. Box 99729, Lakewood, WA 98496, or in person at our District Office at 11900 Gravelly Lake Drive SW, Lakewood, WA 98499.

All completed employment applications and resumes must be received by Friday, December 15, 2017 at 5:00pm to be considered for the first review of applications.