



# Cordry-Sweetwater Conservancy District

8377 CORDRY DRIVE NINEVEH, IN 46164  
PHONE: 317-933-2893 FAX: 317-933-3628

## **JOB OPENING**

Application Deadline is October 31<sup>st</sup>

### **Water Clerk**

*Full Time Employment*

Looking for a full-time job within a lake community? Cordry-Sweetwater Conservancy District is looking for energetic, customer service-minded individuals to work in our Office. The Water Clerk is responsible for answering phone calls, assisting customers, various administrative and clerical work, and helping the office staff.

Ideal applicants will have good communication skills, handle and count money, and work well with other teammates.

Qualified applicants should email their resume and application to [bbay@cscd-in.org](mailto:bbay@cscd-in.org).

Starting pay is \$19-21/hour (plus benefits)

#### **Primary Objectives & Responsibilities:**

1. Retrieves monthly water readings and posts to Keystone billing software. Mails monthly water and annual road assessments. Posts late fees, adjustments, and reconnect fees. Prepares delinquent water customer accounts monthly and sends letters to the customers.
2. Retrieves and post payments to customer accounts. Posts ACH payments on the 10<sup>th</sup> of each month. Makes daily deposits to proper bank accounts and accurately enter payment postings and deposits.
3. Records new customer water meter deposits and/ or new water hook-ups. Maintains accurate records of water meter deposits, new water hook ups, deed changes on property, and/or general address changes on water/roads accounts.
4. Prepares work orders for service connections/disconnections, water leaks, new service hook ups, road issues, buoys, etc.

5. Provides customer service at the counter, and via email and telephone.
6. Works with customers to resolve inquiries pertaining to charges and services.
7. Prepares boat decal affidavits and duplicate beach passes.
8. Miscellaneous clerical and office duties as requested by Director of Administration & Finance and/or Director of Operations.
9. Must gain knowledge of CSCD Water Utility rules and Lake rules.
10. May be required to perform other duties as directed.

**Job Qualifications:**

1. High School Diploma/GED
2. Valid Driver's License
3. Must be 18 years of age.
4. Must have good communication skills both verbal and written.
5. Notary preferred.
6. Must have the ability to carry out duties and responsibilities under general supervision.
7. Must pass a drug screening test.

**Skills & Experience**

1. Preferred previous general office/clerical experience.
2. Basic knowledge with computers, phones, fax, and copier/scanner.
3. Excellent computer skills in Microsoft Office programs and banking programs.
4. Effective written and oral communication with both co-workers and the public

**Physical Demands Requirements:**

1. Must be able to sit and stand for long periods of time; must be able to lift 20 pounds.

**Working Conditions:**

1. Will be required to work established schedule to provide quality service to the CSCD.  
Exceptions to the schedule will be made in the event of sickness or recognized emergencies.
2. Will be required to work some Saturdays June & July 8am to 12pm.