



31627 1st Avenue South • P.O. Box 4249 • Federal Way, WA 98063-4249
253-941-1516 Federal Way • 253-927-2922 Tacoma • www.lakehaven.org

NOTICE OF EMPLOYMENT

| | |
|------------------------|---|
| <u>POSITION TITLE:</u> | Customer Service Billing Representative I |
| <u>UNION:</u> | AFSCME |
| <u>RESPONSIBLE TO:</u> | Customer Service Manager or designee |
| <u>POSTING DATES:</u> | 4/12/22 Position is open until filled. First review of applications will be 4/26/22. |

Lakehaven Water and Sewer District has an immediate opening:

| Position Range | Pay Level | Hourly Pay Range |
|---|-----------|-----------------------------------|
| Customer Service Billing Representative I | 8 | \$32.63 - \$42.40 |

Position placement and pay is dependent upon experience and qualifications.

A Lakehaven **Customer Service Billing Representative** has the opportunity to assist the Billing Coordinator in preparing customer accounts for billing and provides backup support to Customer Service positions as needed.

As a Lakehaven employee, you will be part of a team that has been recognized by the National Association of Clean Water Agencies for its environmental stewardship and has been a long-standing member of the American Water Works Association. Lakehaven has a service area population of over 135,000 people living across a 35 square mile area in south King County, making us the second largest special-purpose water and sewer district in the state. Our employees work hard to produce and treat high quality drinking water and to ensure treated wastewater adheres to EPA standards which safeguards the local ecological system of Puget Sound. If you want to work for an award-winning, innovative utility with competitive pay rates, career advancement and training opportunities, this is the right opportunity for you.

The successful candidate should have some combination of the following:

- High school graduate or equivalent combination of education and experience.
- Minimum of two (2) years experience in utility billing and/or accounting procedures is preferred.
- Minimum of two (2) years experience working with customers preferred.
- Familiarity with current billing system is preferred.
- Familiarity with current Customer Services procedures is preferred.

BENEFITS:

- ◆ State of Washington Department of Retirement Systems PERS Plans
- ◆ State of Washington Health Care Authority's Medical, Dental, Vision benefit programs
- ◆ HRA VEBA
- ◆ Paid Time Off
- ◆ Holiday Pay

If this is a good fit for you, please consider applying for this position! Visit our website at www.lakehaven.org for employment application.

Lakehaven Water and Sewer District is an Equal Opportunity Employer. Individuals interested in applying for this position must submit a completed Cover Letter, Resume, and District Application, no later than 4PM 4/26/22 to Human Resources for the first review. Incomplete application materials will not be accepted.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please enquire directly with the Human Resources Coordinator.