

PART-TIME CUSTOMER SERVICE UTILITY CLERK

The Town of Edinburgh has an opening in the Utility Office for a Part-Time Customer Service Utility Clerk

Duties include but are not limited to:

Daily customer service, which requires excellent people skills, phone skills, cashiering skills, filing, scanning, receiving and posting payments to customer utility accounts, maintaining and balancing a cash drawer and preparing a daily bank deposit.

Ability to work with multiple computer software including but not limited to Microsoft Office and Incode 10. Experience with Incode Utility Billing software is a huge plus.

Assist other Utility Office Staff, Clerk-Treasurer, & Operations Accounting as needed.

Must be able to pass a pre-employment drug screening, background check and able to be bonded.

Part-time 24 hours per week.