

JOB ANNOUNCEMENT

November 1, 2017

CLERICAL POSITION AVAILABLE

See website for details: www.yanceywater.com

Submit resume and application to:

YANCEY WATER SUPPLY CORPORATION

Physical address: 150 County Rd 743 in Yancey, Texas

Mail address: P.O. Box 127
Yancey, Texas 78886

Phone number: 830-741-5264

Fax number: 830-741-8009

E-mail address: yanceywater@yahoo.com.

Closing Date November 29, 2017

Yancey Water Supply Corporation is an equal opportunity employer.

YANCEY WATER SUPPLY CORPORATION

**Employee Job Description
As Adopted November 1, 2017**

CUSTOMER ACCOUNTS CLERK

GENERAL:

The Customer Accounts Clerk receives, responds, prepares, and maintains correspondence, bills, receipts, and records relating to the Corporation's billings and payments in accordance with the Corporation's policies and procedures. In addition, the Customer Accounts Clerk helps with public reception and performs all other duties assigned to them.

GENERAL ADMINISTRATION:

Efficiently maintains Accounts Receivables.

Posts customer payments and verification of account information.

Mails monthly bills to customers paying for the service.

Timely prepares a lock list of non-paying customers on appropriate date according to Corporation procedures.

Timely notifies customers of non-payment lock and removals according to Corporation procedures.

Informs customers of balance on accounts.

Maintains customer account records.

Receives payments, provides receipts, and makes corrections.

Maintains cash drawer and balances with daily receipts.

Balances daily intake with cash, credit card and checks.

PUBLIC RECEPTION:

Answers telephone, records messages, and ensures that the proper person receives the messages.

Greets and responds to anyone entering the premises and those on the telephone in a professional and courteous manner.

Responds to customer questions and complaints.

Directs questions and/or complaints to appropriate personnel when necessary.

REQUISITE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform all duties and responsibilities effectively and efficiently.

Strong organizational skills.

Strong attention to detail.

Ability to work well under pressure and meet deadlines.

Ability to manage time effectively and efficiently.

Ability to reach and climb a ladder in order to reach items above normal reaching height.

Ability to kneel or squat in order to reach items below normal reaching height.

Ability to operate a computer, calculator, copier, fax machine, postage machine and maintains computer skills as needed or instructed.

MINIMUM QUALIFICATIONS:

Prior related job experience or otherwise demonstrate requisite knowledge, skills, and abilities.

ENVIRONMENTAL FACTORS:

The work is mostly performed in an air conditioned/heated environment, but must have the ability to work in a dusty environment, such as a file room.

OTHER:

Must be reliable in full-time attendance, punctuality, and completion of assignments.

Appearance and attire suitable for a professional business office.

Is available to work the required hours to fulfill duties and responsibilities.

APPLICATION FOR EMPLOYMENT
YANCEY WATER SUPPLY CORPORATION
P. O. Box 127 . Yancey, TX 78886
Phone: (830) 741-5264 . Fax: (830) 741-8009
E-mail: yanceywater@yahoo.com

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability or national

Employment Desired _____
Personal Information

Date / / _____

Position	Date You Can Start	Salary Desired	Type of Employment	
			Full-time <input type="checkbox"/>	Summer <input type="checkbox"/>
			Part-time <input type="checkbox"/>	Temporary <input type="checkbox"/>
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, may we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever applied to this company before? YES <input type="checkbox"/> NO <input type="checkbox"/>	Where?	When?		
Last Name		First Name	Middle Name	
Address (Number, Street, City, State, Zip Code)				
Social Security Number	Home & Cell Phone Numbers		Referred By	

Education

High School attended and location:	No. of years completed:	Did you graduate?	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Colleges attended and location:	No. of years completed:	Did you graduate?	Degree
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Trade, Business or Correspondence School attended and location:	No. of years completed:	Did you graduate?	
		YES <input type="checkbox"/> NO <input type="checkbox"/>	

General

Special Courses or Training:

Experience/Skills related to the position for which you are applying (Include equipment/machinery operational experience).

Office /Secretarial Applications

List office/secretarial training courses completed and any other training which may be helpful in considering your application.

Employment History (List Present or Most Recent Position First)

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Your position
Duties:			
Name and position of immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving:			
Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of business	Department	Your position
Duties:			
Name and position of Immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving:			

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Your Position
Duties:			
Name and position of immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving:			

State any additional information you feel my be helpful to us in considering your application.

Other Experience

In this section, list any job experience not listed above that most directly relates to the job for which you are now applying.

Name of employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Your position
Duties:			
Name and position of immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving.			

Current Drivers License type and number:

Have you had any DWI convictions in the past three (3) years _____? Five (5) years _____?

Have you ever been convicted of or pleaded no contest to a felony within the last five years?
Yes _____ NO _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signed _____ Date _____