

Opp Utilities Board
Job Announcement

Front Counter Collections Clerk – Utilities Office

The Opp Utilities Board of the City of Opp is seeking applications for the position of Front Counter Collections Clerk. Under the direction of the General Manager the Front Counter Collections Clerk is responsible for front counter operations including, but not limited to, processing payments, processing new accounts, assisting customers and completing forms for connections, disconnections, and transfers, process disconnections and reconnections, answering telephone, other clerical duties. Other duties within the department as assigned.

Qualifications:

- High school diploma or GED required.
- One year previous experience in customer service required.
- Strong computer skills and communication skills are a plus.
- Must be able to interact professionally with the public.
- Must have a good driving record and a valid Alabama Driver's License.

Salary: Based on experience

Excellent benefits package to include:

- Health insurance
- Vacation
- Sick leave
- Alabama State Retirement
- Life insurance

Applications will be taken until the position is filled.

Qualified applicants may print an application online at www.cityofopp.com. Applications may be picked up, completed off-site and returned to the Opp Utilities Board Human Resources Office at 109 E. Hart Avenue, Opp, AL 36467.

The Opp Utilities Board is an Equal Opportunity Employer