



Administrative Clerk – Barnstable Fire District **Water Department**

- Part time position; Hours T.B.D. with Benefits. (Health Insurance, Dental and Life Insurance)
- 12 days extra per year to cover Collector's personal time off
- Must be flexible to cover Collector in the event of illness
- Additional hours may be required for training & requested for assistance in quarterly water billing
- Reports directly to Collector & Superintendent

Duties:

- Customer service by phone or in person
- Opens & distributes mail
- Receive and process payments
- Filing
- Process work orders and communicates with field personnel in office and through telephone.
- Data entry of department reports
- Pumping Records
- Flushing Records
- Quarterly Billing Help
- Cross Training with Collector

Skills Required:

- Must be proficient in written and oral communications and have a well-versed customer service background, while working in a busy environment and communicating with co-workers in an efficient and professional manner
 - Customer service includes contact with customers, contractors, vendors and management in a friendly, helpful and professional manner
 - Current working knowledge of Microsoft Windows, Microsoft Word and Microsoft Excel is preferred but not required.
 - Research and problem solving
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- ✓ Position requires satisfactory CORI
 - ✓ High school diploma or the equivalent required
 - ✓ Accounting, bookkeeping and/or collection experience favorable

Email cover letter and resume to
bfdcollector@barnstablefiredistrict.com
Position will be opened till filled.