



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 ADMINISTRATIVE REPRESENTATIVE I
<u>UNION:</u>	AFSCME
<u>RESPONSIBLE TO:</u>	CUSTOMER SERVICE REPRESENTATIVE OR DESIGNEE
<u>POSTING DATES:</u>	4/17/2017 – 5/1/17

Accepting applications from internal and external applicants.

Lakehaven Water and Sewer District has immediate openings for a Customer Service Administrative Representative I in the Customer Service Department.

Customer Service Administrative Representative I

Range: \$26.05 - \$33.87

Employees in the Customer Service Department are responsible for providing excellent service to our customers while performing receptionist duties, answering phones, assisting customers in person, and processing routine transactions related to payment of bills. Employees also provide clerical support including scanning, data entry, and filing support to other Administration departments. Pay is dependent upon experience and qualifications.

BENEFITS:

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

Does this sound like the job for you? Visit our website at www.lakehaven.org for the position description and application.

Lakehaven Water & Sewer District is an Equal Opportunity Employer. Individuals interested in applying for this position must submit a completed Cover Letter, Resume, District Application, and current driving record no later than 4PM 05/01/2017 to Lakehaven Water & Sewer District, c/o HR, 31627 1st Ave S, Federal Way, WA 98003. 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 Manager.