

City of Meadows Place
CUSTOMER SERVICE CLERK/CASHIER

The City of Meadows Place is accepting applications for a full-time Customer Service Clerk/Cashier. This position will primarily report to the City Secretary and may report to Finance Director regarding cash collections.

Job Title: Customer Service Clerk/Cashier
Department: Administration
Supervisor: City Secretary
Salary: \$19 – \$20 per hour DOQ and Certifications
FLSA: Full Time, Non-Exempt
Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.
Benefits: Excellent City benefits including medical/dental/vision, Life, Long-Term Disability, TMRS retirement 7% plus city matching, option to participate in a 457 Plan. Benefits also include longevity pay, paid vacation and sick time and 10 paid Holidays.

The Customer Service Clerk/Cashier will be responsible for answering the main line, accepting, and processing utility payments, maintaining the reservations of city facilities, and providing customer service to our citizens as well as performing some routine clerical duties. A more detailed description is listed below.

ESSENTIAL JOB DUTIES:

- Greet and assist residents and customers in person and/or over the phone and respond to inquiries.
- Process applications for new water service, account changes, and requests to final service
- Receive and record payments and balance daily cash for Utilities.
- Process work orders and notify field crew with issues in the water department.
- Process monthly late notices and disconnect notices
- Accept applications and payments for facility rentals.
- Maintain calendar for facility rentals
- Assemble new resident packets
- Provide support as needed to Municipal Court and Permit Department.
- File Daily
- Collect, assemble, bind, and staple duplicated material; process correspondence as directed
- Sitting for extended periods of time
- Lifting objects up to 30 lbs.
- Performs any and all other duties as assigned.

KNOWLEDGE/SKILLS REQUIRED:

- General bookkeeping practices and procedures.
- Current office procedures and ability to maintain a filing system and skilled in operating a personal computer, Microsoft Office, Outlook, standard software, and office equipment.
- Basic knowledge of billing and accounts receivables.
- Ability to communicate clearly, both orally and in writing to citizens, co-workers, and contractors.

- Ability to establish and maintain effective working relationships.
- Follow Department policies and procedures.
- Must be able to professionally and tactfully respond to requests and inquiries from the general public and learn city ordinances and department policies and procedures.

EDUCATION REQUIRED:

- High school diploma or equivalent
- Bilingual Preferred
- Minimum two years of experience in municipal government, utility billing, customer service, cash handling or comparable position a municipal government
- Valid Texas Driver's License

Submit completed [application packet](#) with signed releases to citysecretary@cityofmeadowsplace.org; City of Meadows Place, Attn: City Secretary, 1 Troyan Drive, Meadows Place, TX 77477 or fax to 281-983-2940. Applications/resumes will be accepted until position is filled.