



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](http://www.lakehaven.org)

## NOTICE OF EMPLOYMENT

<u>POSITION TITLE:</u>	<b>Customer Service Representative I – Customer Support</b>
<u>UNION:</u>	<b>AFSCME</b>
<u>RESPONSIBLE TO:</u>	<b>Customer Service Manager or designee</b>
<u>POSTING DATES:</u>	<b>Open 2/12/20 – 02/28/20</b>

*Accepting applications from internal and external applicants.*

Lakehaven Water and Sewer District has an immediate opening for a Customer Service Representative in our Customer Service Department.

### **Customer Service Representative I**

Salary Range: \$29.18 – \$37.95/hour

Lakehaven Water and Sewer District is seeking an experienced Customer Service Representative to provide excellent service to our customers, while performing receptionist duties and assisting customers on the phone and in person. The ideal candidate is experienced in handling cash, including providing correct change and balancing cash drawers daily, and applying payments to customer accounts. Additional duties include routine correspondence, filing, and document retention.

Position placement and 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
- ◆ HRA VEBA
- ◆ Paid Time Off
- ◆ Holiday Pay

Do you like fast paced days and interacting with customers while working closely with your team? If so, this is the job for you. Visit our website at [www.lakehaven.org](http://www.lakehaven.org) for the position description, requirements, and application.

Lakehaven Water and Sewer District is an Equal Opportunity Employer. Individuals interested in applying for this position must submit a completed Cover Letter, Resume, and District Application, no later than 4PM 2/28/20 to Lakehaven Water and Sewer District, c/o HR, 31627 1st Avenue South, 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.