**Lamont Public Utility District**

**Billing Clerk II**

Date of Job posting:

Deadline for applications:

Lamont Public Utility District has an immediate opening for a Billing Clerk II position.

This position is a full time, permanent position that is responsible for performing a wide variety of complex billing, clerical customer support and administrative duties that are specialized for that department. Duties include customer service to the public, bill payments, basic accounting, and clerical support. Other duties include data processing, spreadsheet preparations and the use of proprietary computer software in support of the daily functions of the District Water System.

Minimum requirements include:

- The possession of a high school diploma or equivalent and a valid Class C California driver’s license with acceptable driving record.

- Experience in modern office practices, utilization of standard office computer equipment including spreadsheet and word processing.

- Experience in bill payments, cash receipting, accepting fees/charges, and account management and maintenance.

- Utility billing experience a plus.

- Bi-lingual a plus.

Salary range is $18.35 to $24.21 per hour commensurate with experience and knowledge. Medical, dental, vision, paid holidays, vacation, sick leave, CalPERS and 457 retirement benefits offered.

Submit resume with required District application to Lamont Public Utility District, 8624 Segrue Rd, Lamont, CA 93241 or by email address to staylor@lpud.org. Applications are available at the District office or online at [www.lpud.org](http://www.lpud.org)

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