

CUSTOMER SERVICE REPRESENTATIVE

GENERAL STATEMENT OF RESPONSIBILITIES

This position is primarily responsible for assisting with the billing and collecting of District fees, frequent interaction with the public and a variety of routine office functions. Work is performed under the direction of the Administrative Services Manager and the Assistant Administrative Services Manager. This is a District safety-sensitive position in accordance with Arizona law.

EXAMPLES OF DUTIES TO BE PERFORMED

1. Assists in answering telephones, responds to billing questions, notes accounts, and routes calls to appropriate staff.
2. Greets customers, accepts payments, responds to billing questions, notes accounts, and directs inquiries to appropriate staff.
3. Assists in the billing and collecting of District fees.
4. Responsible for database and customer account management.
5. Responsible for collection and payment plans of delinquent and finals for assigned accounts.
6. Processes User & Availability Fee payments.
7. Assists in processing User & Availability Fee refunds.
8. Responds to and follows up on title company inquiries for User and Availability fees due.
9. Sets up new accounts in billing system.
10. Prepares liens and lien releases, assists in filing liens and lien releases.
11. Researches foreclosures, bankruptcies, and returned mail.
12. Assists Assistant Administrative Services Manager and Administrative Services Manager in special projects.
13. Provides fee quotes and issues Sewer Service Agreements, collects applicable fees, and inputs data into computer.
14. Prepares complaint response, tap inspection and final certificate of occupancy requests and inputs data into computer.
15. Assists in processing encroachment permit and abandonment requests and collects applicable fees.

16. Assists in opening, sorting, and distributing incoming mail and deliveries.
17. Responds to oral and written requests for legal addresses and parcel numbers.
18. Sorts, organizes, and files materials.
19. Reproduces correspondence and other papers using copy machine.
20. Other tasks as assigned.

REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of general office practices and procedures.
2. Proficient typing and filing skills.
3. Ability to operate various office machines such as a computer, facsimile machine, copy machine, adding machine, etc.
4. Basic knowledge of various computer software applications, such as Microsoft Business products.
5. Ability to understand and follow oral and written instructions.
6. Ability to prioritize multiple tasks.
7. Ability to work as productive member of a team to provide high quality and accurate work and tasks assigned.
8. Ability to communicate with public in a pleasant manner under adverse circumstances.
9. Ability to prepare written correspondence to customers in a professional and effective manner.

REQUIRED TRAINING AND EXPERIENCE

This position requires a minimum of three years of customer service and office clerical experience, familiarity with computer applications, completion of high school, and some further business training at the college level. Other combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment drug test.
2. This position requires the use of District vehicles for business. Use of a personal vehicle for District business is prohibited if the employee is not authorized to do so. The incumbent must possess a valid AZ driver's license with a good driving record.