

## **BILLING CLERK / CASHIER / RECEPTIONIST**

### **Job Posting**

### **Kittitas County Public Utility District #1**

Posted: 1/20/2012

**Category:** Customer Service

**Compensation:** \$13.50/hr and Full Benefit Package

**Application Deadline:** February 10, 2012

**Posting Duration:** 3 weeks

Kittitas County PUD #1 is currently accepting applications for one full-time Billing Clerk / Cashier / Receptionist. Applicants must possess a valid Washington State Drivers License and a High School Diploma or equivalent. Applicant must possess strong communication skills and a positive outlook, as well as, competent computer skills. Bi-lingual skills and/or electric utility experience is desirable, but not required. Job duties include but are not limited to the following; Answering phone calls, emails and general customer service, filing, cashiering, data entry and office related clerical work.

Kittitas PUD #1 is an equal opportunity employer offering competitive wages and an excellent benefits package, including; 401K, VEBA, state retirement, medical, dental and vision.

Application, resume, cover letter and references, must be received no later than February 10, 2012. Applications are available for pick-up or email at the following addresses;

Please send to:

**Kittitas County PUD #1**  
**Attention: Co-Interim Manager**  
**1400 Vantage Highway**  
**Ellensburg, WA 98926**  
**1-509-933-7200**

Contact email: [matt.boast@kittitaspud.com](mailto:matt.boast@kittitaspud.com)