



Post Office Box 575, Soddy Daisy, TN 37384  
423-332-2427

**Posting Date:** September 29, 2022

**Position Title:** Part Time Customer Service Clerk

**Reports to:** Assistant General Manager

**Job Responsibilities Include:**

- Provide excellent customer service
- Accurately process payment transactions
- Prepare daily cash deposit
- Establish new accounts
- Issue service order request
- Filing

**Qualifications Include:**

- High school diploma or equivalent
- At least 6 months of cash handling or teller experience preferred
- Experience with 10-key, Microsoft Word and Excel

**Pay Range:** Dependent upon experience and qualifications

**How to apply:**

- North West Utility District, 9905 Dayton Pike, Soddy Daisy, TN 37379 (Mon-Fri 8am-4pm)
- Email application to [apply@nwud.net](mailto:apply@nwud.net)