**FOUKE WATER SUPPLY**

**156 FM 1254**

**MINEOLA, TX 75773**

**903-967-3304**

**OFFICE CLERK POSITION**

**Qualifications:**

Working knowledge in all aspects of Microsoft Office

Ability to work independently or to work effectively as a team member

Strong customer service skills

Excellent organizational and time management skills

Ability to execute assigned tasks & projects with precision and efficiency

Ability to detect, troubleshoot and work through matters in a professional and courteous manner

Requires a valid Texas Driver’s License

Must be able to obtain Notarization

Must possess a high school diploma or GED

**Job Duties Include But Are Not Limited To:**

Customer service on phone and some in person

Process all incoming payments (checks, cash, money orders, ACH drafts and on line)

Process, review all incoming and closed accounts

Process, complete and follow through with work orders

Process, print, mail water bills and past due payments

Send correspondence accordingly

Prepare for manual and automated meter reading

Process/generate deposits

Prepare and attend board meetings

Process and follow through with TXDOT permits

Assist co-workers when necessary

Perform other duties as assigned by the General Manager

**Current Benefits:**

Medical Life Insurance

Dental Retirement

Vision Paid Holidays

Short & Long Term Disability Paid Vacation & Sick Days

Fouke Water Supply distributes potable water to the rural areas on the southeast side of Wood County. Our office is located at the intersections of FM 778 and FM 1254. Currently, office hours are from 8:00a.m. to 4:00p.m., Monday through Friday. Salary will depend on knowledge and experience. If you possess the skills and have the eagerness to learn, please complete an application and forward to Kristi Hirsch at [jdb0228@yahoo.com](mailto:jdb0228@yahoo.com). No phone calls.