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JOB DESCRIPTION

**Job Title:** Administrative Clerk

**Pay:** Non-exempt Status. Salary will be determined based on applicable experience.

**Work Hours:** Monday – Friday, 8am to 5pm and/or as needed/directed

**Work Duties:**

This position will perform front office/administrative work related to the daily operations of the Harrison County Utility Authority. This will include answering telephones, receiving payments, processing invoices, handling customer complaints, and filing. Other duties that this position will be responsible for include: providing administrative support to operations staff, mail processing, and assisting with website administration. The position will report directly to the Office Manager and perform additional tasks as assigned by the Office Manager or Executive Director.

**Required Qualifications:**

1. High school diploma or equivalent.
2. 2-3 years of administrative support experience.
3. Effective records management and filing skills.
4. Strong computer skills and experience working with Microsoft Office programs.
5. Ability to multi-task and maintain good quality of work in a fast-paced environment.
6. Possess good communications and customer service skills.
7. Display a superior level of quality and accuracy in document collection, record keeping, tracking, and reporting,

**Desired Qualifications:**

1. Completion of administrative business courses.
2. Advanced typing skills and the ability to type at least 40 WPM.
3. Utility billing experience is a plus.

**How to Apply:**

Please visit the HCUA website [www.hcua-ms.us](http://www.hcua-ms.us) for more information.