



Electrical District No. 2 has been providing safe reliable electric service to Casa Grande area customers since 1923. We currently have the following position available:

## **CUSTOMER SERVICE CLERK (Entry Level)**

The District is currently seeking an individual to assist with customer service and other front office duties.

**RESPONSIBILITIES:** You will be responsible for answering phones, greeting walk-in customers and vendors, accepting applications for service, setting up new customer accounts, scheduling service connections & disconnections, processing billing address and other account changes, responding to customer account inquiries, processing payments and utility deposits, balancing cash drawer, and running daily errands.

**QUALIFICATIONS:** Applicant must be very organized, outgoing and personable, and be able to handle customer complaints. Must be computer literate and familiar with accounting / billing software. Two years directly related experience or an equivalent combination of experience, training and/or education. A valid Arizona Drivers License is also required.

**STARTING SALARY:** The starting salary range for this position is \$23,500 to \$26,000 DOE with excellent benefits including medical, dental, 401K and retirement plan. Application review begins March 19. Send resume with references to PO Box 548, Coolidge, AZ 85228 or Fax to (520) 723-5252 or email to HRDept@ed2.com. EOE employer. DRUG TESTING REQUIRED.