

**Hardin County
Water District No. 2
Customer Service Representative**

Hardin County Water District No. 2 is seeking applicants who are highly organized and detail-oriented with great communication and outstanding customer service skills for a Customer Service Representative position. The Customer Service Representative performs telephone and in-person customer services, record keeping, performs a wide variety of accounts receivable, account maintenance, data entry, payment processing and maintains a variety of files and records. Experience in a utility environment or banking industry is a plus.

The District offers a competitive salary and an excellent benefit package. Hours of work are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

Applications will be accepted at Hardin County Water District No. 2 office, at 360 Ring Road, Elizabethtown, KY during normal business hours until close of business February 2, 2018. Application forms are available at the Hardin County Water District No. 2 office or apply on-line at <http://www.hardincountywater2.org/employment.asp>. Applications must be completed for consideration. Applications may be sent to Hardin County Water District No. 2, P.O. Box 970 Elizabethtown, KY 42702. Hardin County Water District No. 2 is an Equal Opportunity Employer.