



Village of Waverly
WATER & SEWER DEPARTMENT
211 W. North Street * Waverly, Ohio * 740-947-4888
email: wateroffice@cityofwaverly.net
web page: www.cityofwaverly.net
fax: 740-947-3107

VILLAGE OF WAVERLY
WATER & SEWER DEPARTMENT
JOB POSTING
PART TIME SECRETARY
IN HOUSE/PUBLIC POSTING

PART TIME POSITION FOR WATER & SEWER OFFICE
FROM 12/16/2022 TO 12/23/2022

THIS CLERICAL POSITION WILL PROVIDE FUNDAMENTAL SECRETARIAL SUPPORT TO THE VILLAGE OF WAVERLY WATER & SEWER DEPARTMENT.

JOB DISCRIPTION

- ESSENTIAL RECEPTION WORK
- PROCESS DAILEY PAYMENTS & DEPOSITS
- DATA ENTRY
- CUSTOMER SERVICE

MUST HAVE FUNDAMENTAL SECRETARIAL QUALIFICATIONS, BE PUNCTUAL, ORGANIZATIONAL SKILLS REQUIRED.

IN-HOUSE TRAINING WILL BE PROVIDED. BASIC COMPUTER SKILLS, SUCH AS MICROSOFT PACKAGES ARE REQUIRED.

MUST PASS DRUG TEST.

TO APPLY, PLEASE PICK UP APPLICATION FROM THE WATER & SEWER OFFICE AND ATTACH RESUME.

STARTING PAY
\$14.51

MIDDLE
\$14.67

TOP PAY
\$14.82