



# TYRRELL COUNTY GOVERNMENT

P.O. BOX 449  
108 SOUTH WATER STREET  
COLUMBIA, NC 27925

PHONE: 252.796.1371  
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## Tyrrell County Water System

is accepting applications for the **Part-Time** position of:

### **Water/Utilities Clerk**

The position assists in providing clerical support to the Water/Utilities Department by receiving cash payments, preparing monthly utility bills to customers, prepares invoices and check requests for payments for Water Department, filing, answering telephones, takes and relays messages to employees for the Utility department and performing other clerical tasks as needed. Knowledge of computers, fax, typing, and copiers is preferred. Applicant must have ability to work with other employees and the public. Hours will be 12:00PM to 4:00PM, but can be periodically increased to a full 7 hour day; 9:00AM to 5:00PM, as needed. Salary is \$8.00/hour for part-time position. Application is available at [www.tyrrellcounty.org](http://www.tyrrellcounty.org) or Tyrrell County Personnel Office. Submit applications to Tyrrell County/Personnel Office at P.O. Box 449 or 108 South Water Street, Columbia, NC 27925. Equal opportunity Employer.