



# Silver Lake Water & Sewer District

# Work For Us

(425) 337-3647 • [www.slwsd.com](http://www.slwsd.com)

## About Silver Lake Water & Sewer District

*Silver Lake Water & Sewer District (SLWSD)'s mission is to provide high quality, safe and reliable water and wastewater services, while practicing good stewardship of natural and financial resources.*

Incorporated in 1934, Silver Lake Water & Sewer District is a municipal corporation authorized under RCW 57. The District provides utility services to approximately 55,000 people in portions of the Cities of Everett and Mill Creek, and unincorporated Snohomish County. We are governed by an elected three-person Board of Commissioners.

## Why Work for Silver Lake?

*We offer outstanding careers with excellent benefits, and a positive, supportive workplace. Specific benefits include:*

- \$2,675 per month for Medical, Dental, Vision coverage, with 75% of any remainder deposited to a Health Retirement Account (HRA)
- State retirement plan (Washington PERS)
- Vacation and generous paid leave program
- Thirteen annual Federal and State holidays
- Long term disability and life insurance
- Deferred compensation program + employer match
- Alternative and Hybrid work schedules available

*Silver Lake Water & Sewer District is an Equal Opportunity Employer. We are also a drug, alcohol, and tobacco-nicotine free work environment.*

### Position:

## Utility Clerk I or II

**Annual Salary: \$63,959 - \$104,456, DOQ**

### Duties and Responsibilities:

(Including but not limited to)

#### — Customer Service

- Front counter coverage, assisting customers and vendor
- Posting payments
- Leak reviews and leak adjustment calculations
- Manage escrow requests
- Delinquency processing

#### — Permits

- Calculate and process connection/permit applications
- Track applications/coordinate with peer agencies on permit issuance

#### — Utility Billing

- Process meter readings, billings, and adjustments
- Prepare final utility bills
- Create new utility accounts

### Experience/Education:

Applicants with experience in one or all of the above functional areas are invited to apply. Specific experience/education for each level is as follows:

#### — Utility Clerk I:

Any equivalent combination of education and experience that enables the job to be performed. Equivalencies can include at least one year's experience in utility billing or related customer service experience, plus a High School Diploma or GED. One year of utility customer service/billing experience is preferred.

#### — Utility Clerk II:

Five years combined education and experience that enables the job to be performed. Required experience in two functional areas, plus two years' utility billing experience, and a High School Diploma or GED. Two years of college (associate degree equivalent) in Finance, Accounting, or related field preferred.

### How To Apply:

For detailed information about these positions, visit our website at [www.slwsd.com/employment](http://www.slwsd.com/employment) where you can download the Application Form, full Job Description, and Job Brochure. No faxed applications allowed. First review of applications will begin on June 20, 2025.