

# FIELD COLLECTION REPRESENTATIVE I

**Work Type:** Temporary (Contract), Full Time

**Work Location:** 630 S. Beretania Street (Downtown, Honolulu)

**Job Description:**

Serves as a credit representative of the Board of Water Supply dealing directly with the collection of delinquent accounts involving both field and office collection work.

Explains rules and regulations relating to water service. Prepares and delivers notices, as needed. Performs other duties as required.

**Minimum Qualification Requirements:** A combination of education and experience substantially equivalent to graduation from high school and two years of general office experience, one of which shall have been involved in public contact work which required providing information, answering questions and inquiries, and explaining policies, rules and regulations in person or by telephone.

**Salary:** \$2835 per month

**To Apply:** Submit a resume with detailed public contact work experience, computer skills and typing speed to [bwshr@hbws.org](mailto:bwshr@hbws.org).

At time of application, you must be a citizen, national or permanent resident alien of the United States or a non-citizen eligible under Federal law for unrestricted employment.

The City and County of Honolulu is an Equal Opportunity Employer