



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 19-066

Opening Date: Friday, June 21, 2019

Closing Date: Until Filled

Fiscal Technician: Meter Technician

DUTIES: Under the direct supervision of the Division Manager or his/her designee. May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintain a healthy and safe working environment; and making, hiring, termination, and disciplinary recommendations. Receives and processes customer's payments; screens and verifies check receipts; updates customer accounts; reviews customer account status for partial payment receipts; computer payment information; and issues payment slips. May provide field utility meter inspection, testing, investigation, repairs and service documentation. Enters and verifies account changes and correction transactions; researches, reconciles and compiles adjustment documentation; prepares billing adjustments, and/or documents customer account status. Balances cash and other payment receipts and prepares bank deposits; balances credit card receipts with merchant settlement records; prepares sales deposits, processes customer refund payments, may process and file payroll documents. Received and responds to customer calls and inquiries; reviews account and payment information; explains customer billing regarding charge disputes; assists customers with new accounts, required documentation and application processing; processes work orders as required; and refers inquiries to appropriate resource. Organizes ad files revenue receipts, change vouchers, and related reports; maintains filing system; and prepares listing schedules and activity reports. Inspecting utility meter for proper functioning. Identifying tampered meter and investigating connections and utility sources; troubleshooting, testing and documenting equipment requiring service. Disconnection and reconnecting utility services. Performs other duties of a similar nature and level as assigned.

LOCATION : Customer Service, TINIAN, Northern Mariana Islands, USA.
SALARY : \$20,826.00 per annum, Non-exempt (Commensurate with qualification and experience)
POSITION/S : One (1)
CONTRACT : Not Contracted.

MINIMUM REQUIREMENTS: High School Diploma, General Education Diploma, or Adult Basic Education. Program AS and 4 years of utility accounts or fiscal support experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as those listed above, unless otherwise subject to any other requirements set forth in law or regulation. **Knowledge of:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Supervisory principles, practices and procedures of assigned service area; Safety procedures and safe work practices; Modern office technology. **Skill in:** Performing skilled maintenance, operations, troubleshooting and repair. Recommending or implementing solutions. Receiving requests and trouble calls and providing assistance. Math and reading. Preparing and updating activity logs and status reports. Utilizing all electrical tools and test equipment. Utilizing a computer and relevant software applications. Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction. Applicants may be tested and are subject to pre-employment drug testing.

You may submit your CUC Employment Application and/or resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan. Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. Application and resume can also be e-mailed to: employment.applications@cucgov.org

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950
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CUC is an Equal Opportunity Provider and Employer.