



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 22-086

Opening Date: August 8, 2022

Closing Date: August 19, 2022

POSITION TITLE:	Fiscal Assistant: Meter Reader
DEPARTMENT:	COA/Billing & Collections
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$16,742.00 - \$22,602.00 per annum, (plus Hazardous pay) Non-Exempt
CONTRACT:	Not Contracted
POSITION(S):	Two (2)

The incumbent will be under the direct supervision of the Chief of Administration or his/her designee.

Duties:

- Required to work in the field obtaining utility meter readings for electric and water consumption meters, deep well or outflow meters and other similar devices and entering data in hand-held computers or devices.
- Perform work orders for customer service verifications and investigations. Reports findings and recommends solutions and updates customer accounts.
- Performs research on account discrepancies or unusual meter readings and consumption. Reports irregularities or reasons for fluctuations.
- Prepares reports of findings, deficiencies and recommendations to assist in investigations and billing resolutions as needed.
- Inspects, repairs, replaces or disconnects utility meters and equipment and services.
- Assigns routing numbers for customer locations.
- Monitors meters for damaged or unauthorized connections and tampering.
- Assist in reviewing cycles, work orders, and readings in preparation of bill processing.
- Assist in the processing and printing of customer bills and delivery of bills and notices.
- Assist other divisions with mapping projects, locations, and other requirements.
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- Operates and maintains use of government vehicles; conducts basic vehicle inspections to ensure they are in proper working order and recommends service and maintenance of vehicles.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School Diploma or GED or ABE Program AS Diploma.

Knowledge of: Customer service principles; Basic mathematical principles; Recordkeeping principles; Safety principles and safe work practices; Applicable equipment used in field utility services (based on assignment); Modern office technology.

Skills in: Coordinating services with other departments or resources; Inspecting and operating field equipment related to utility usage (based on assignment); Performing basic mathematical calculations; Researching account information or discrepancies; Preparing and maintaining files, forms, reports and records; Copying and scanning documents; Updating, maintaining and preparing reports and spreadsheet tracking documents; 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.

• Licensing:

- Valid CNMI Driver's License with appropriate class.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents 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.