

NOW HIRING: OFFICE CLERK

El Paso County WCID #4 – Fabens, Texas

El Paso County WCID #4 is seeking a dependable, professional, and customer-focused **Office Clerk** for an immediate opening. This position serves as the front desk representative for our district and requires strong customer service and organizational skills.

Key Responsibilities:

- Provide excellent front desk customer service (in person and by phone)
- Process utility payments and handle daily cash balancing
- Assist customers with billing inquiries and service requests
- Data entry and account maintenance
- Accounts Payable (AP), and Accounts Receivable (AR)
- Maintain accurate records and filing systems
- Prepare reports using Microsoft Excel and Word
- Assist with general administrative duties as assigned

Minimum Requirements:

- High School Diploma or GED
- Cashiering experience
- Computer proficiency
- Strong customer service and communication skills
- Ability to multitask in a fast-paced office environment
- Professional and courteous demeanor
- Bilingual (English/Spanish) preferred
- AP, AR, and PR knowledge preferred
- Microsoft Excel/Word experience required

Compensation:

- **\$12.50 (Negotiable based on experience)**

Benefits:

- Health insurance
- SEP retirement plan
- Paid vacation and sick leave

How to Apply:

Submit your resume in person at:

117 E Main Street

Fabens, Texas

Or email to pcruz@epcwcid4.com

For questions, please call: **915-764-2212** –

EOE (Equal Opportunity Employer)