



**HUMAN RESOURCES DEPARTMENT  
CITY OF WHEELING  
1500 CHAPLINE STREET  
WHEELING WV 26003**

**UAR Collections Specialist  
City of Wheeling**

The Municipal Civil Service Commission will be conducting an examination for the following position:

**UAR Collections Specialist:** \$14.31/hour, with increase after six (6) months; excellent benefits package.

**Description:** This position is in the water department and reports to the Utility Accounting and Revenue (UAR) Office Manager. Responsibilities include performing tasks related to the collections process; specifically, making collection calls, preparing shut-off list, and preparing and sending collection letters. As necessary, process payments over the phone, at the counter, or payments received via the mail. Position will serve as a floater between the office personnel and the Meter Reader Field Service Representatives.

**Requirements:** High school diploma/GED, and two years of customer service experience. Experience in utilities a plus, but not required. Applicants must meet residency requirement within six (6) months of hire date.

**Interested applicants should apply at the following location:**

West Virginia Job Service  
1275 Warwood Avenue (Warwood Shopping Plaza)  
Wheeling, WV 26003

**Applications will be accepted through Friday, December 6, 2013.**

Please do not contact or send resumes directly to the City of Wheeling. Only applicants meeting the minimum qualifications/requirements will be contacted for the examination.

**No telephone calls, please.  
EOE**