

# South Alabama Gas Appraisal Form

## Part 5            Job Description

**Job Classification:** Customer Service Representative- Moundville, AL

**Immediate Supervisor:** Area Supervisor

**Job Summary:** Responsible for: Reports, work orders, revenue accounting, computer data, sales and general office tasks.

### Responsibilities:

- 1 Prepare customer payments for deposit and reconcile revenues daily.
- 2 Prepare customer master file data.
- 3 Operate radio for dispatch.
- 4 Serve as receptionist.
- 5 Prepare necessary reports.
- 6 Prepare and maintain necessary files.
- 7 Prepare service line and job work orders.
- 8 Prepare collection, connection and disconnect lists.
- 9 Initiate purchase orders.
- 10 Assist in sales.
- 11 Perform other tasks as assigned or required.

### Qualifications:

- 1 Demonstrated ability of computer related skills.
- 2 Demonstrated ability to operate common office machines, equipment and telephone system.
- 3 Sales ability.
- 4 Working knowledge of accounting procedures.
- 5 Ability to meet the public.
- 6 Maintain current Alabama driver's license.
- 7 Maintain applicable Alabama LP Gas Board certifications.
- 8 Maintain applicable DOT Operator Qualification certification.

### Experience, Training, Education:

- 1 High School diploma or equivalent

### Physical Characteristics:

- 1 Ability to perform normal physical tasks associated with job responsibilities.

### Other Characteristics:

- 1 Willing to work long hours.
- 2 Willing to attend and participate in training program.
- 3 Willing to attend meetings and other activities after work hours.
- 4 Willing to comply with the dress code.