

Norris Public Power District is accepting applications for a Customer Service Representative at our Seward, Nebraska location. Norris is an electric distribution utility providing service to six counties and more than 27,000 customers in southeast Nebraska.

The Customer Service Representative is responsible for meeting the customer service needs of all customers including handling customer billing questions, receiving payments, processing service orders, updating customer records, processing service outages and maintaining a working knowledge of District Rates and Service Regulations.

Qualified applicants will preferably have an Associates Degree in a business field. A high school diploma is required along with three years experience in customer service. The ability to communicate effectively, both orally and in writing, and the ability to establish and maintain effective working relationships with employees and the public is required. Proficiency in operating a computer as well as the ability to learn the District's software is essential.

Wage Range - \$24.10 - \$34.42 per hour

Years of experience may qualify for credit towards benefits accruals.

Interested applicants should submit their resume with work experience by September 20, 2024, to:

Norris Public Power District  
Attn: Jamie Niederklein  
P.O. Box 399  
Beatrice, NE 68310  
[hr@norrispower.com](mailto:hr@norrispower.com)

*Norris Public Power District is an Equal Opportunity Employer. Equal opportunity will be extended to all applicants for employment regardless of race, color, religion, national origin, sex, pregnancy, age, disability, genetic disposition, past or present military service, gender identity, or sexual orientation. All employment decisions are based on education, qualifications, and experience.*