

## **Utility Billing/Customer Service Clerk**

### **Description:**

Under general direction, performs a variety of clerical and support functions for utility billing and public works. Duties include, but are not limited to, the following: greeting walk-ins, answering phone lines, processing new account requests, daily work orders, inspection requests, permit requests, and scheduling brush/bulk item drop-offs. Clerk will also serve as the back-up monthly billing clerk.

### **Education and Experience:**

High school diploma or GED equivalent and one (1) year of customer service and utility billing experience; OR an equivalent combination of education, training, and experience.

### **Required Certificates and Licenses:**

No Certifications required.

Work is performed in a standard office environment. Operates standard office equipment such as personal computer and related software, fax machine, copy machine, and telephones.

Bi-lingual (English/Spanish) preferred

### **Salary:**

\$15.50/hour

Bi-lingual (English/Spanish) stipend pay of \$.50/hr.

### **Contact:**

Chris Henson, City Administrator

[chenson@cityofgroesbeck.com](mailto:chenson@cityofgroesbeck.com)

254-729-3293 option 4