



# **JOB ANNOUNCEMENT FOR THE CITY OF EAGLE LAKE**

## **UTILITY CLERK**

**JOB DESCRIPTION:** Responsible for all utility operations, including but not limited to: Daily cash collections; monthly meter reading; data preparation; collection and entry; monthly billing processing, collection of payments, balancing and deposits; daily and monthly reports, as needed; address customer inquiries and complaints; assume general receptionist and clerical duties; various other duties, as required.

**QUALIFICATIONS / REQUIREMENTS:** High School Graduate or GED; experience working in a financial capacity required; telephone and walk-in customer experience beneficial; possess computer and mathematical skills; willing to learn all phases of office operations; and ability to communicate effectively orally and in writing; bilingual (English and Spanish) is preferred. Must maintain strict confidentiality in all aspects of the job.

**SALARY:** Salary to be determined, depending on qualifications; excellent employee benefits.

**APPLICATION DEADLINE:** Open until filled. Applications are available at City Hall, 100 E. Main or online at <https://www.coeltx.net>. Completed application can be submitted in person or by mail to City of Eagle Lake, P.O. Box 38, Eagle Lake, TX 77434. Random drug testing; EOE.

**POSTED: 10-1-2020**