

JOB TITLE

PART-TIME WATER CLERK

JOB DISCRPTION

THE CITY OF VIRDEN IS HIRING A PART-TIME WATER CLERK. THIS POSITION WILL BE A FLEXIBLE SCHEDULE WITH UP TO 20 HOURS PER WEEK WITH POSSIBLE ADDITIONAL HOURS REQUIRED WHEN NEEDED. THE POSITON'S HOURS ARE NOT TO EXCEED 1000 HOURS PER YEAR. THE HOURS OF OPERATION FOR THIS POSTION WILL BE DURING THE HOURS OF 8:00 A.M. – 5:00 P.M...

APPLICATION OR RESUME

TO BE CONSIDERTED FOR THIS POSITON, AN APPLICATION MUST BE COMPLETED. APPLICANTS MAY OBTAIN ONE AND RETURN A COMPLETED APPLICATION AT THE CITY OF VIRDEN OFFICE AT 101 W. JACKSON ST. DURING BUSINESS HOURS.

DAILY ASSIGNMENTS OR TASKS MAY INCLUDE, BUT NOT LIMITED TO:

- WORKING MICROSOFT OFFICE PROGRAMS
- BALANCING RECEPTS
- PRINTING AND PROCESSING BILLS
- FILING
- ANSWERING PHONES
- PAYMENT HANDLING

SKILLS PREFERRED, BUT NOT REQUIRED:

- EXPERIENCE WITH EXCEL, WORD, AND EMAIL
- BASIC MATH SKILLS
- PREVIOUS OFFICE EXPERIENCE
- CASH HANDLING
- CUSTOMER SERVICE SKILLS

MISCELLANEOUS

ALL APPLICANTS MUST PASS A BACKGROUND CHECK.