

Utilities Billing Clerk, City of Walhalla

Position Category: Utilities

Position hours: Full-time position, 40 hours per week (Monday-Friday); subject to periods of call back

Job duties:

- Serves as front line contact for public at city hall
- Handles electronic and cash payments for a variety of bills
- Uses computers and related software for tracking, billing, and collections
- Answers phones and emails
- Opens mail and distributes to departments
- Works safely
- Read directions and instructions often in small print
- Works in high stress, fast paced office environment
- May assist with other clerical duties as assigned

Required Qualifications:

- High school diploma or GED equivalent
- 18 years of age
- Valid S.C. driver's license with good driving record
- Be able to type >40 word per minute

Pay info: \$14.00/hour starting, depending on experience. City provided healthcare for employee, state retirement.

How to apply: Obtain employment application at: Walhalla City Hall, 206 N Church St, Walhalla, SC 29691 or online www.cityofwalhalla.com. Return completed employment application to: Walhalla City Hall, 206 N Church St PO Box 1099, Walhalla, SC 29691 or email Scott Parris, Utilities Director at sparris@cityofwalhalla.com

Deadline: Open until filled

All job offers are contingent upon successful completion of drug screen and various background investigation, which may include criminal history, driving

record, credit report, employment history, education verification and personal references. The City of Walhalla is an Equal Opportunity Employer.