**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, including data preparation, collection and entry, handle monthly billing processing, collection of payments, balancing and deposits; daily and monthly reports as needed; responsible for customer inquiries and complaints; assume general receptionist and clerical duties; various 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, along with all other city 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, on-line or by mail to City of Eagle Lake, P.O. Box 38, Eagle Lake, TX 77434. Random drug testing; EOE.

**CONTACT:** Lina Ferguson, City Secretary/HR, [citysecretary@coeltx.net](mailto:citysecretary@coeltx.net) **.**

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