

# **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; and various job-related 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. The City of Eagle Lake provides exceptional medical coverage - employer paid health, dental, vision, life/ADD. TMRS Retirement: Employee contribution 6%, City match 2:1, 5-year vesting. Vacation accrual and holiday leave are provided in accordance with current Personnel Policies and FLSA.

**APPLICATION DEADLINE:** Open until filled. Applications are available at City Hall, 100 E. Main Street 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).

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

*The City of Eagle Lake is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, gender, color, religion, national origin, age, disability, sexual orientation, or gender identity. The City of Eagle provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application or hiring process, please contact the City of Eagle Lake at (979) 234-2640.*

**POSTED: 4-4-2024**