



Job Announcement
Utility Clerk

Utility Clerk - Oconto, WI (pop. 4,500), located on the Oconto River 30 minutes north of Green Bay, has a current opening for the position of Utility Clerk. This position is a full-time position, working 40 hours per week. Hours are generally 7:30 a.m. to 4:00 p.m., with occasional evening and early-morning hours required.

Responsibilities of the position include, but are not limited to: preparation and mailing of water/sewer invoices, managing of water/sewer past due accounts, compiling of information for the annual audit and PSC report, preparation of agendas and minutes; answering phone calls/inquiries, receipting and special projects and other duties as assigned.

Minimum qualifications include at least three years of experience working in an office environment. Individual must have customer service experience, excellent communication and organizational skills, strong computer skills and be self-motivated. A working knowledge of municipal government and/or a background in sewer/water utility and accounting are a plus. Experience with Workhorse and/or municipal accounting and utility billing software is also a plus. Must be able to pass background check. Must have the ability to be bonded.

Compensation shall be dependent upon qualifications of the selected candidate. The City of Oconto offers an excellent benefits package. Interested parties should complete an employment application (available at <http://cityofoconto.com/Employment/Oconto%20Application.pdf> or at City Hall) and submit a resume along with qualifications and experience to:

City of Oconto
Sara J. Perrizo, City Administrator
1210 Main Street
Oconto, WI 54153

Qualifications, as well as questions, may also be submitted via email to admin@cityofoconto.com. Deadline for submissions is Thursday, July 13, 2017 at 4:00 p.m. EOE