



CITY OF PECULIAR
Utility Clerk

JOB OPENING

The City of Peculiar is currently accepting applications for a full-time Utility Clerk. Applicants should have general office experience. This position will be responsible for a variety of clerical and administrative functions including monthly utility billing, posting customer payments, handling customer telephone calls and along with additional clerical duties. Applicant should possess customer service skills and be able to interact with the general public in a fast pace environment. Must have basic office skills including computer knowledge and the ability to maintain accurate records with close attention to detail. Qualifications: A high school diploma or general education degree (GED). General office experience and/or training; or equivalent combination of education and experience. This position starts at \$13.18 per hour with 40 hours per week. You may access an application online at www.cityofpeculiar.org or they are available at City Hall. Submit your resume and application to City of Peculiar, 250 S. Main St. Peculiar, MO 64078. Attn: Human Resources. Application deadline is 5:00pm on Sept. 29, 2017.

City of Peculiar is an Equal Opportunity Employer and an E-Verify Employer. Applicants must be authorized to work in the U.S. and not require sponsorship now or in the future.