

The City of Falmouth is seeking to fill the position of **Utility Clerk**.

The City of Falmouth is seeking to hire for a full-time position of Utility Clerk. Duties will include but are not limited to: Perform clerical duties on a daily basis, provide customer service to utility customers, collection and posting payments, oversee disconnecting utility customers, prepare and process occupational licenses, prepare and process utility bills for customers, prepare work orders for city utilities and maintenance department, learn and operate billing CUBIC software. Other duties as assigned.

Candidate must have the ability to communicate effectively both orally and in writing. Ability to operate standard computer software. Some basic knowledge of record keeping and working knowledge of applicable laws, standards, and regulations relating to practices of the City upon being trained. Must have training in or have the ability to learn how to operate City BUCS accounting systems; Must have training in or have the ability to learn how to operate City CUBIC utility system. Must possess basic mathematical skills in addition, subtraction, percentages, multiplication, division, and any other applications necessary to the position. Must have a high school diploma or equivalent GED certification. Two or more years of experience in an office setting preferred.

Salary commensurate with skill set. Minimum starting pay would be \$16/hour. Health insurance and life insurance paid in full by employer, plus retirement benefit. 12 paid holidays, vacation and sick days after probationary period.

Interested parties can apply on-line at the City website: www.cityoffalmouth.com or pick up an application at City Hall. Mail to: City of Falmouth 230 Main Street Falmouth, KY 41040 or can be put in drop box at City Hall Attn: City Clerk or email rwilliams@cityoffalmouth.com The City of Falmouth is an Equal Opportunity Employer.

Applications will be accepted through April 19th.