

Help Wanted: Utility Billing Clerk

Job Overview: We seek a detail-oriented and customer-focused individual to join the City of Oberlin as a Utility Billing Clerk. This full-time position has full benefits, including Health Coverage, Dental Care, Vision Care, Life Insurance, and KPERs Retirement. In this role, you will manage utility billing processes, handle customer inquiries, and assist with various administrative tasks.

Qualifications:

- High school diploma or equivalent.
- Previous experience in utility billing or a related field is a plus.
- Strong computer and organizational skills.
- Attention to detail.
- Excellent communication and customer service skills.
- Ability to handle multiple tasks efficiently.

Applications and job descriptions may be obtained by e-mail at cityofoberlin@oberlinkansas.gov. Applications are available online at <https://oberlinkansas.gov/uploads/employment-application.pdf>

The city of Oberlin is an equal-opportunity employer. The position is open until filled.