

CITY OF WHARTON JOB ANNOUNCEMENT

Position: Customer Service Clerk

Description: Customer Service Clerk would be responsible for a variety of customer service and utility services including setting up and transferring customer utility accounts; processing utility bills and other cash collections; assisting customers with inquires regarding their utility accounts; providing service to the citizens of the City of Wharton; and performing variety of technical tasks relative to assigned area of responsibility.

Experience/Training: Must have a high school diploma, and a valid Texas driver's license. One to two years of customer service experience, preferably handling utility billing or accounting matters.

Pay Range: Range 18 \$11.04 to \$15.80 per hour
Depending upon qualifications.

Status: Open until filled.

Contact: City of Wharton
Human Resources Department
120 E. Caney Street
Wharton, TX 77488
(979) 532-2491 Ext. 225