

CITY OF JEWETT, TEXAS

NOW HIRING UTILITIES SECRETARY

The City of Jewett is seeking a dependable, customer-service-oriented individual to serve as Utilities Secretary. This position is responsible for assisting utility customers, preparing monthly utility bills, processing payments, and providing administrative support for the City's water utility operations.

Salary:

Compensation will be based upon qualifications and experience.

Essential Duties and Responsibilities:

- Answer and direct incoming telephone calls and assist utility customers.
- Greet and assist customers at City Hall.
- Learn and operate the City's utility billing software system.
- Enter monthly meter reading information accurately and timely.
- Generate and mail utility bills.
- Collect utility payments and issue receipts.
- Post payments and maintain accurate customer account records.
- Balance daily receipts and prepare deposits.
- Assist customers with account setup, transfers, and service requests.
- Maintain utility files and records.
- Prepare reports as requested by management.
- Assist with delinquent account notices and customer communications.
- Perform general clerical and administrative duties as assigned.

Minimum Qualifications:

- High school diploma or GED required.
- Experience in customer service, bookkeeping, billing, cash handling, or office administration preferred.
- Strong computer skills, including Microsoft Office.
- Ability to learn specialized utility billing software.
- Excellent communication and customer service skills.
- Ability to maintain confidentiality and handle financial information accurately.
- Ability to work independently and as part of a team.

Preferred Qualifications:

- Prior municipal utility billing experience.
- Experience handling cash and balancing daily transactions.
- Knowledge of municipal water utility operations.

Benefits:

Benefits offered in accordance with City policy.

Application Process:

Interested applicants should visit City Hall to obtain and complete an employment application. Applicants should submit:

- Completed City of Jewett employment application
- Current resume
- Any relevant certifications or supporting documentation

Applications will be accepted until the position is filled.

The City of Jewett is an Equal Opportunity Employer.