

## **JOB OPENING NOTICE**

**DEPARTMENT:** GMSA UTILITY OFFICE

**POSITION:** FULL-TIME UTILITY CLERK – Entry Level Office Position

**APPLICATION DEADLINE:** July 28, 2023 – 4:30 P.M.

**REQUIREMENTS:** Applicant must be 18 years of age or older, a high school graduate or equivalent.

**DUTIES:** Under the supervision of the Utility Office Manager, employee is responsible for the efficient and timely processing of utility bills, late notices, deposits, payments, collection of delinquent accounts, as well as providing customer service to the public.

To be considered for the position, applicant must submit an application, cover letter and resume.

Selected applicants must pass a mandatory pre-employment drug screening and are subject to random drug testing.

The City of Grove is an Equal Opportunity Employer.

Starting wage starts at: \$31,200.00

Benefits include paid holidays, paid vacation, paid sick leave, health, dental, vision and life insurance, and retirement through Oklahoma Public Employees Retirement System (OPERS)

*The City of Grove is committed to making the application, interview and pre-employment testing process accessible to persons with disabilities. If you wish to volunteer information regarding any special assistance you may need, please notify the Human Resources Director.*