

## NOTICE

The Town of Iowa is accepting applications for Utility/Office Clerk beginning April 15, 2024 and ending April 30, 2024.

### Requirements:

- HIGH SCHOOL diploma or GED
- Operate 10-key adding machine by touch and a variety of office machines and equipment
- One year experience customer service representative or related experience
- Experience with cash handling Communicate effectively both orally and in writing
- Ability to work with the public using tact, patience and courtesy
- Ability to communicate effectively and maintain positive attitude while representing the Town of Iowa
- Proficient in Excel and Microsoft Word
- Ability to perform basic mathematical calculations
- Ability to follow directions

Applications can be picked up at Iowa Town Hall, 115 N. Thomson from 8:00 a.m. – 4:30 p.m. Monday – Thursday and 7:00am-12:00 Friday.  
Phone 337-582-3535.

Resumes can be emailed to [townclerk@iowala.org](mailto:townclerk@iowala.org)

Equal Opportunity Employer. Drug free workplace.