

NOTICE

The Town of Iowa is accepting applications for Full-Time and Part-Time position for Utility Clerk beginning June 28, 2021 and ending July 9, 2021.

Requirements:

1. High School diploma or GED
2. Operate a variety of office machines
3. One year experience as a billing clerk/customer service representative or related experience
4. Telephone etiquette
5. Experience with cash handling
6. Ability to perform basic mathematical calculations
7. Proficient in Excel and Microsoft Word
8. Ability to communicate effectively and maintain positive attitude while representing the Town of Iowa

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

Equal Opportunity Employer. Drug free workplace.