

Deputy/Utility Billing Clerk for Slater, Iowa

The City of Slater is accepting applications for the position of Deputy Clerk/Billing Clerk. Come work in one of Central Iowa's best small towns! Our busy office atmosphere offers plenty of opportunity for interaction with residents and staff, as well as professional growth and advancement.

We are looking for someone who is reliable, enthusiastic, and can work both independently and as part of a team.

The successful applicant will be responsible for:

- utility billing
- general office operation
- involvement with city permits, applications, registrations, cemetery records, and fees
- other tasks as assigned by the City Administrator/Clerk, Mayor and/or Council members.

Requirements:

Education: minimum of an Associate's degree or equivalent, majoring in business, public administration or other related field (or more than 2 years of experience in City Government).

3-5 years of related clerical or general office experience. Work in a municipality or other position with high customer interaction is preferred.

The applicant must be bondable, committed to quality customer service, and able to work independently as well as within and across teams. Required skills include excellent writing, math, record keeping, and general office computer skills. Public relations, interpersonal and communication skills are also required.

Preferred qualifications:

The ideal candidate will have knowledge/understanding of city government operations and City Budget processes. IMFOA or IIMC certification is preferred.

- Starting pay range is \$20-\$30/ hour, dependent on experience and skill level, with overtime pay when necessary.
- Position includes health, dental and life insurance and IPERS retirement benefits.
- The successful candidate will be expected to complete Iowa Clerks/Finance training and certification with city support. Preference will be given to candidates who are certified.

Guaranteed consideration date: April 1, 2024.

Position will be open until filled.

Submit resume and cover letter to:

cityofslater@huxcomm.net

or

Slater City Hall
PO Box 538
Slater, Iowa 50244