

JOB POSTING

The City of Lisbon, IA is seeking a detail-oriented and customer focused individual to join our team as a full-time Deputy Clerk / Utility Billing Clerk. Duties include computerized utility billing and payment processing, exceptional customer service skills, ability to learn and understand City Ordinances, ability to operate multiple computer applications, receptionist and other general clerical duties. Ability to work with and assist other City departments as required. Salary range \$41,600 to \$45,760. IPERS and family health, dental and vision insurance. Applications, requirements and full job description available at City Hall, 115 N Washington St, Lisbon, IA 52253 and www.cityoflisbon-ia.gov. Applications and resumes may be submitted via mail at PO Box 68 Lisbon, IA 52253 or dropped off in person at City Hall. Position open until filled with the first review of applications on December 1, 2025. EOE.