

The City of El Dorado Springs is accepting applications for the full-time position of Utility Billing Clerk. High school diploma required. Must pass physical and drug test. Applicants must be able to multi-task, must possess good customer service, communication and organizational skills. Position will include, but not be limited to, utility billing, general office duties, collection of all types of payment transactions and other miscellaneous duties. Applicants should be familiar with Microsoft software, such as Word and Excel. Applications will be accepted until December 1, 2011 or until position is filled. Applications are available in the office of the City Clerk at 135 W Spring Street. The City of El Dorado Springs is an equal opportunity employer and does not discriminate on basis of race, color, gender national origin, religion, age or disability in employment or the provision of services.