

# **TOWN OF DOBSON**

## **Utility Billing Clerk**

The Town of Dobson is accepting applications for the position of utility billing clerk (full-time). The Town is seeking a motivated, hardworking individual who is interested in a rewarding career in public service. Job duties include: the collection of water and sewer payments, entering meter readings, scheduling water connections, setting up and closing utility accounts, handling customer inquiries and complaints relating to utility billings and general services, preparing and verifying reports and records, generating invoices and notifying customers about potential cut-offs for non-payment, opening and sorting mail, answering phone calls, assisting visitors, and performing administrative support for various departments.

A high school diploma is required. Clerical or customer service experience is preferred. This is a full-time position with a starting salary of \$29,418.62. An excellent benefits package is also available, to include medical/dental/life insurance, 401K, and state pension. Interested individuals should drop off an application in person at Dobson Town Hall, 307 N. Main Street on M-F between the hours of 8:30 am – 5:00 pm. Applications can be obtained at Town Hall or on our website.