



## **Job Posting**

**05/11/2018**

### **IMMEDIATE OPENING**

The City of Bells is currently seeking candidates for the position of Utility/Court Clerk. The Utility/Court Clerk is under the general supervision of the City Secretary, the primary responsibility is to process customer utility payments and the process of citation in preparation for Municipal Court. This position performs a variety of routine to complex service functions including providing information, researching problems, performing collections on customers accounts; receiving payments, issuing receipts, balance cash drawer, imputing data into the computer and generating service orders; performs switchboard operation and reception duties, receives and routes incoming calls to appropriate departments.

#### **Job Requirements:**

Minimum Requirements: High School diploma or equivalent, licenses, college courses or related course work in customer relations, with three to five years minimum general clerical experience with handling of cash receipts. Must have the ability to make independent decisions in accordance with established policies and procedures. Ability to work under pressure, prioritize, organize and perform work independently. Ability to establish and maintain effective working relations with employees and the public.

Must become a Notary Public within one year of employment.

Possible work outside of normal 8:00 a.m. – 5:00 p.m. hours.

Must possess a valid Texas driver's license.

Must be bondable.

Pre-employment background check and drug screen required.

You may obtain application from the City of Bells website: [cityofbells.org](http://cityofbells.org)

Please send application and resumes to: [cityadmin@cityofbells.org](mailto:cityadmin@cityofbells.org) or drop off at:

City Hall at 203 S. Broadway. Bells, Texas.

**The City of Bells is an Equal Employment Opportunity Employer.**

**“We respect and value our employees”.**

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203 South Broadway, Bells, Texas 75414

Phone 903-965-7744, Fax 903-965-0250

[www.cityofbells.org](http://www.cityofbells.org)

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