**Notice of City Employment**

**Applications will be accepted from April 14th, 2025, to April 25th, 2025, at 4pm**

Position: Water Clerk

Work Hours: 8am-5pm Monday through Friday (May be assigned variable and additional hours in case of emergency, sickness, vacation & workload)

Salary: $17-$18.00 per hour

The city pays 100% of employees medical

IMRF Eligible

Personal, Vacation, Sick days and Holidays

Applications can be picked up at City Hall or downloaded from Sesser.org

Duties:

* Responsible for maintenance of all records associated with the operation of the utilities department as required by ordinances of the City of Sesser and all other agencies of vested interest. (State/Federal, etc.)
* Prepare, tabulate and disseminate fees (water, wastewater and garbage) for all the City of Sesser utility customers. These actions shall be completed as established by city ordinances.
* Responsible for the correct billing and distribution of utility funds to all non-city entities or city accounts associated with the operation of the utilities department and to maintain a current record of all transactions.
* Document all monetary transactions relating to the operation of the utilities department and complete all required reports relating to the utilities department as required by the City of Sesser, State of Illinois and the United States Government.
* Determine that all bills to be paid have sufficient and correct documentation prior to payment by the utilities department.
* Shall be responsible for ordering and maintaining supplies needed to carry out the assigned duties of the utilities department.
* Shall perform other duties as assigned by the Public Works Director and the Mayor.

**Minimum job desired:**

* 2 years of college in Office Management or related field or equivalent work experience in an office setting.
* Good Public Relations Skills
* Knowledge and experience with computers including but not limited to Microsoft Office.