

Utilities Clerk

The Village of Williamsburg is seeking applications for a full-time Utilities Clerk. The successful applicant will be responsible for confidential information and all aspects of utility billing and associated accounting and performs receptionist duties for the administration office. Duties are performed under the direction of the Administrator.

Qualifications include but are not limited to clerical and customer service experience. Requirements include high school diploma or equivalent and a valid Ohio Driver's License. Qualified applicants must pass a background check and physical exam including drug and alcohol screen. Pay range starts at \$15.00 per hour commensurate with experience and qualifications. Ideal candidates will possess the ability to communicate effectively with customers, elected officials, employees, and general public.

Applications and job descriptions are available at the Community Building, 107 West Main Street, Williamsburg, Ohio 45176, or downloaded from our website at williamsburgohio.org and returned to the Village Administrator. Applications will be accepted until the position is filled, but preference will be given to applications received prior to September 30, 2021.

EOE/ADAAA