

City of Proctor and Proctor Public Utilities Commission Utility Billing Clerk

The City of Proctor and the Proctor Public Utilities Commission is accepting applications for the position of a Utility Billing Clerk.

JOB SUMMARY Maintains all Proctor Utility Commission (PUC) customer accounts, files, completes the utility billing cycle. Handles customer questions/complaints, and other customer service. Assists City administration and performs a variety of routine clerical, administrative, and technical work. Must have excellent customer service skills.

40 hours per week, paid vacation and holidays, personal and sick time. Starting wage \$20.80/hour.

MINIMUM QUALIFICATIONS: Associate degree or a related field and/or two years of experience as an administrative assistant and/or similar working experience

Complete job description and application requirements can be found at www.proctormn.gov. Application and resume submitted to Proctor City Hall, Attn: City Administrator Jessica Rich 100 Pionk Drive Proctor, MN 55810 or jrich@proctormn.gov. Position opened December 14, 2020 and until the position is filled.