



NOW HIRING

UTILITY BILLING CLERK

Become a part of our Family!

The City of Everman is seeking qualified and driven individuals to join our team as a Part-Time Utility Billing Clerk. The City of Everman operates Monday through Friday from 8:00am to 5:00pm. Applicants can expect to work at various times during these periods, up to 32 hours per week.

Examples of Work:

- Provide excellent customer service and support to residents, business owners and other patrons
- Collect and process payments for utilities, permits and other various services provided
- Process utility payments received by mail and in night drop.
- Prepares work orders for public works departments
- Receive, handle and/or direct complaints to appropriate department(s)
- General clerical duties

Required Knowledge, Skills & Training:

- Good working knowledge of clerical, telephone and communications skills
- General knowledge of computer operations, including Microsoft Word and Excel
- Ability to pleasantly and professionally interact with the general public under all circumstances
- Ability to operate a 10-key
- Ability to work with money and make change
- Ability to maintain a good working relationship with other employees and department heads
- Bi-lingual speaker preferred

Family First Policies

12 Paid Holidays

TMRS Retirement

60 Hours Annual
Vacation

Employee Assistance
Programs

City of Everman
212 N. Race St
Everman, TX 76140

817-293-0525

www.evermantx.us

Office/Court Administrator
Edna Martinez
emartinez@evermantx.net

Human Resources Director
Jennifer Nateros
jnateros@evermantx.net

APPLY ONLINE: www.evermantx.us/employment