

VILLAGE OF CAMERON
Utility Clerk
Position Opening

The Village of Cameron in Barron County, WI is accepting applications until Wednesday, October 16, 2024 by 3:00 p.m. for a part-time 30 hours per week Utility Clerk in the Administration Dept.

The Utility Clerk is primarily a clerical position tasked with assisting the Clerk-Treasurer and supporting the Public Works and Utilities Departments for customer accounts. The position requires comprehensive knowledge and support of day-to-day functions of the Village's municipal water system and garbage billing operations. Daily duties include receipting, bank deposits, setting up auto pay, ACH files, and answering village phones. Monthly duties include utility billing and collection(s) of delinquent utility accounts including past dues, disconnects, shut offs, and debt collection(s). Other interval responsibilities will assist the Clerk-Treasurer with election(s), processing absentee ballots, voter registration as well as other office tasks as needed.

The ideal candidate shall have an Associates or Technical Degree in a related field, plus a minimum of two (2) years of related experience preferably in a municipal function; however, any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis, may fulfill the requirements for education. The applicant will be required to have working knowledge of electronic data processing equipment/software, modern office practices & basic accounting principles, with necessary skills in Microsoft Office software & Google Workspace.

A starting wage of \$18-\$22/hr. The village offers part-time benefit for paid holidays and, if eligible, Wisconsin Retirement benefits.

Interested applicants should submit job application, resume, cover letter, and three professional references to Attn: Ardith Story, Village of Cameron, 300 N 1st St., PO Box 387, Cameron, WI 54822 or email astory@cameronwi.gov by Wed. Oct 16th by 3 pm. Position open until filled. EOE.