



## CITY OF WHARTON JOB ANNOUNCEMENT

**Position:** **CUSTOMER SERVICE CLERK**

**Description:** Customer Service Clerk would perform a variety of customer service and technical accounting work related to utility finances including setting up and transferring customer utility accounts; processing utility bills and other cash collections, assisting customers with inquiries regarding their utility accounts; providing customer service to the citizens of the City of Wharton; and perform a variety of technical tasks relative to assigned area of responsibility. The position also includes answering phones and dealing with the public.

**Experience/Training:** Must have a high school diploma or equivalent, a valid Texas driver's license. Previous customer service experience and computer proficiency preferred. Additional accounting or bookkeeping training is desirable.

**Pay Range:** Range \$12.93 to \$18.50 per hour  
Depending upon qualifications.

**Status:** Open until filled.

**Contact:** City of Wharton  
Personnel Department  
120 E. Caney Street  
Wharton, TX 77488  
(979) 532-2491 Ext. 225