

Deputy/Billing Clerk

The Village of Wauneta is now taking applications for the Deputy/Billing Clerk Position. This part-time position is responsible for all aspects of Utility Billing and Customer Service-related matters. Responsibilities also include assisting the Village Clerk in the operation of the Clerk's office through efficient performance of administrative functions requiring a high level of confidentiality, sound judgement and skilled business practices. Position works closely with Utilities Superintendent on a variety of compliance and reporting issues. Strong computer skills, general office and customer service skills required.

Wage based on experience. For more information and an application, contact the Village Office, 394-5390, 319 N. Tecumseh, Wauneta NE 69045.