

Position: Utility Billing Clerk

Employer: City of Newark, Texas

Location: Newark, Texas

The City of Newark is seeking an energetic and motivated individual to fill the position of **Utility Billing Clerk**. This position performs administrative and customer service duties related to municipal utility billing and general city operations.

Responsibilities may include:

- Processing and maintaining utility billing accounts
- Responding to citizen inquiries and service requests
- Assisting with maintaining and updating the city website
- Preparing and distributing public notifications
- Providing general administrative support to city staff

Job Requirements

- High school diploma or GED required
- Minimum 1–2 years of administrative, clerical, or customer service experience preferred
- Experience with utility billing systems, cashiering, or municipal government is a plus
- Strong customer service and communication skills with the ability to interact professionally with the public
- Proficiency with Microsoft Office (Word, Excel, Outlook) and general computer systems
- Ability to maintain accurate financial and customer records
- Ability to multi-task and manage competing priorities in a busy office environment
- Strong attention to detail and organizational skills
- Ability to maintain confidentiality and handle sensitive information
- Must be reliable, punctual, and able to work independently

The ideal candidate will possess strong organizational and customer service skills and the ability to work in a fast-paced municipal office environment.

Salary:

Commensurate with experience.

To Apply:

Please submit your resume to jmoore@newarktexas.com.

The City of Newark is an Equal Opportunity Employer.