

The City of Waxahachie is accepting applications for **Utility Billing Clerk – Utility Billing**. The individual for this position will be responsible for processing utility bills through the use of a computer and work with customers on questions about utility bills, to type, file, process and distribute a variety of documents and correspondence; to answer telephones and respond to customer requests for information; and to perform cashiering functions

One year of clerical and cashiering experience.

Equivalent to the completion of twelfth grade.

Salary \$14.133 per hr.

8:00 a.m. to 5:00 p.m. Monday through Friday.

Applications are accepted through the Texas Workforce Commission only.

1712 W. Bus 287, Waxahachie, Texas 75165-4707. EOE.