****

**TOWN OF HAVANA**

**POSITION ADVERTISEMENT**

**JOB TITLE:** Utility Clerk

**SALARY:** $16.00 - $18.00 per hour (with Benefits)

**JOB CATEGORY:** Full-Time (Not remote)

**JOB LOCATION:** 711 North Main Street, Havana, Florida 32333

**REPORTS TO:** Town Clerk

**MAJOR FUNCTION**

This is direct and indirect public contact work establishing and servicing residential, commercial and other specialized utility accounts. The employee provides single-contact resolution in service initiation, on­going account review, management and maintenance and responds to the more difficult technical inquiries related to utility services. Work is performed under the direction of the Town Clerk; however, the employee is expected to exercise considerable independent judgment and initiative in the performance of daily tasks. Work is reviewed through analysis of reports, observations, and by results obtained. The employee also performs advanced clerical and specialized accounting work in compiling, maintaining, and verifying diverse statistical, fiscal, and bookkeeping records and accounts.

**Minimum Training and Experience**Possession of a high school diploma or an equivalent recognized certificate. Five years of administrative experience that includes utility billing, cash receipts and controls, bookkeeping, clerical accounting, or an equivalent combination of training and experience. Graduation from an accredited four-year college or university may be substituted for one year of the required experience. **Strong computer skills are a must. Ideal candidate will have excellent customer service skills.**

**Benefits include Florida State Retirement (FRS), annual leave and sick leave, paid holidays, healthcare insurance, and life insurance.**

**The Town of Havana is a drug free Equal Opportunity Employer.**

Applications & resumes may be submitted to clerk@townofhavana.com or Town of Havana, Attn: Town Clerk, 711 N. Main Street Havana FL 32333.