

**VILLAGE OF NEW AUBURN
IS SEEKING A
UTILITY CLERK**

The Village of New Auburn seeks a part-time Utility Clerk to process water-sewer utility billing for 16 hours per week. Responsibilities include answering phones, taking messages, calculating utility billing and the collection of utility bills, processing electronic payments and handling customer inquiries, processing meter reads, utility title searches, receipting utility payments, making bank deposits, and other duties as assigned.

Skills required are a pleasant personality, computer literate, ability to work with our internal software as well as Microsoft Office products, and the ability to work with a small staff in a busy tasked office. Hours would be Mondays and Fridays 8-hour days. This is not a benefited position.

Send resume and application by March 31st to Attn: Ardith Story, Village Administrator, Village of New Auburn, PO Box 100, New Auburn, WI 54757, or stop in at the Village Hall, 130 E Elm St., New Auburn. EOE.