HELP WANTED – Full Time Position

The City of Billings, a 4th Class City is seeking a full-time Utility Clerk. Experience with Customer Service, answering phones, computer proficient with Microsoft Word program, light bookkeeping, balancing a cash drawer. High School graduate or GED required, valid Missouri driver’s license. Salary is negotiable, based on qualifications. Municipal Government experience helpful. Application available at City Hall 202 NE US Hwy 60, Billings MO 65610. Applications due October 1, 2021, interviews in October with a negotiable start date. Contact City Clerk, Ms. Chris Hopkins for additional information. 417-744-2581. The City of Billings is an equal opportunity employer.