

The City of Somerset is now accepting inquiries, applications, and resumes for the following positions:

Utility Billing-Billing Clerk

Responsibilities

Take payments from walk in customers.
Connect and disconnect accounts for walk in customers.
Provide customer service to walk-in customers as well as by phone.
Open and input all payments left in night drop box.
Open, separate and balance all mail payment packets.
Input all mail payments in computer system.
Balance cash drawer.
Perform basic filing as assigned.
Any other duties as assigned by supervisor.

Applications can be printed online via <http://www.cityofsomerset.com> under Departments>Human Resources tab or picked up at City Hall- 400 E. Mt. Vernon, Somerset. All resumes and/or applications should be submitted by June 23, 2016.

Attn: Human Resources
City of Somerset
P. O. Box 989
Somerset, KY 42502