Milford Municipal Utilities is seeking an Assistant Billing Clerk, 30 hours a week with benefits. Hourly rate DOQ; range from $17.00-$22.00. The position includes a variety of administrative, financial, office and specialized duties which require accuracy, proficiency, and independent judgement. Must work well with the public, have good customer service skills, good communication skills, knowledge and experience with computer programs and office equipment. Will be responsible for new website design, implementation and web maintenance. Serve as a backup to other office position job functions. Minimum requirements are a high school diploma or GED. Bachelor’s degree in a business field, design and development of websites, knowledge of public administration/municipal government or an equivalent combination of education, training and experience is preferred. EOE. Position open until filled.

Submit resume with references to:

Attn: Brad Willemssen
Milford Municipal Utilities
P.O. Box 124
Milford, IA 51351