



Job Opening - Utility Billing Clerk / Administrative Assistant

The City of Cassville is seeking a Utility Billing Clerk/ Administrative Assistant. The position will be responsible for processing utility bills, managing customer accounts, and ensuring timely billing and payments. Competitive hourly rate starting at \$15.00 per hour or composite experience. Benefits include employer paid health insurance, vision insurance, dental insurance and retirement benefits. Applications are available at Cassville City Hall and online at www.CityofCassville.com.

For more information about this position and a full job description, please contact Monzell Hagins @ 417-847-4441. Resumes and application can be taken to Cassville City Hall, or can be sent via email to mchagins@cityofcassville.com