



The City of Kingston is currently seeking applications for the position of Full-Time Utility Clerk.

Position Purpose: Serving under the direction of the Finance Director, the successful candidate will be responsible for providing assistance to the general public of the City of Kingston, as well as providing support for the field workers of the Water Department. In addition, the position may entail any other duties assigned by the Finance Director or City Manager.

Essential Elements: Work requires initiative, resourcefulness, good judgment, honesty, and integrity, and is generally reviewed by the Finance Director based upon observation of results and compliance with established policies and procedures. Must be able to understand and follow verbal and written instructions and work independently in the absence of the supervisor. Must be able perform at a high level of customer service while multi-tasking between cash receipts for both water, city taxes, service orders, task trackers, and other miscellaneous job duties. Must be able to work well with others and learn new procedures quickly. Must be proficient with accurate cash drawer balancing and trouble shooting discrepancies.

Principal Accountabilities: Must be dependable and able to work under pressure with a high-quality work ethic while displaying a willing attitude to learn new tasks.

Minimum Qualification: College Associates Degree preferred and High School Diploma or G.E.D equivalency. The incumbent must have 3 to 5 years clerical work or equivalent combination of experience and training. The knowledge of modern office practices, procedures, and equipment, especially those related to electronic data processing including Excel spread sheets and Word document. The incumbent must have the ability to express ideas clearly, concisely, orally and in writing. The incumbent must be able to read, write and make basic mathematical calculations.

Salary is dependent on experience and qualification. This position has an excellent benefits package.

Accepting Applications until position is filled. Applications are available online at www.kingstontn.gov and at Kingston City Hall located at 900 Waterford Place, Kingston TN 37763. Please submit applications and resumes to the City of Kingston by mail or email at humanresources@kingstontn.gov. The City of Kingston is an Equal Opportunity Employer.