

UTILITY CLERK

Starting Salary: \$32,032

GENERAL OFFICE AND CUSTOMER SERVICE POSITION. THE CANDIDATE WILL RECEIVE AND RECEIPT MONETARY PAYMENTS INCLUDING WATER BILLS, TAX PAYMENTS, LICENSE FEES, AND OTHER MISCELLANEOUS SOURCES OF INCOME.

Excellent Benefits Package!

- 5% TCRS match
- Up to 2 years vacation rollover
- 12 paid holidays
- 0% out of pocket cost for dental and vision coverage
- Paid Vacation & Sick Days
- Only 7% Yearly Employee Premium for Medical Insurance
- PLUS, Many more!

- High school diploma or G.E.D. equivalency required.
- Significant experience in clerical work preferred, as well as modern office practices, procedures, and equipment.
- Must have the ability to express ideas clearly and concisely, both orally and in writing.

Applications are available online at <https://kingstontn.gov/personnel-hiring-ect/> 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.

