

**CITY OF KARNES CITY
UTILITY BILLING CLERK**

The City of Karnes City is accepting applications for the position of a
Utility Billing Clerk

Require: High School diploma or equivalent, 1-3 years' experience in general office administration and billing. Ability to work independently with minimal supervision; prepares work orders, creates new accounts, enters meter readings, prints billing statements and other duties as assigned. Full Time position includes benefits. Applications will be taken until position is filled. The City of Karnes City is an Equal Opportunity Provider and Employer.

Please submit applications and/or resumes to:

City of Karnes City
Attn: Veronica Butler, City Secretary
314 E. Calvert Ave.
Karnes City, TX 78118
(830) 780 - 3422