

City of Sparta has an open full-time position available for a Utility Clerk. Job Description: Work with the public to perform various account services and customer assistance and respond to inquiries, complaints, and requests. Process daily utility payments; balance daily money drawer, process daily and monthly reports. JOB QUALIFICATION REQUIREMENTS: Proficient in cash handling and billing, use of office equipment, word processing software, etc. Equivalent to high school plus additional specialized training and one year experience in maintaining financial records and dealing with the public, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Please email resume with cover letter to [Cityclerk@spartamo.com](mailto:Cityclerk@spartamo.com) or mail to City of Sparta, Attn: City Clerk, P.O. Box 246, Sparta, Mo. 65753. Taking applications until May 31, 2024.