



UTILITY BUSINESS OFFICE  
**CUSTOMER SERVICE CLERK**  
(Full-Time)

The Jasper Municipal Utilities seeks an individual to serve as customer service clerk. The selected individual will be a detail oriented, self-starter with strong office skills who will work with a wide variety of responsibilities including, but not limited to, processing mail, and providing customer service support to the Jasper Municipal Utility Business Office of the City of Jasper. Must be capable of working in a team player environment, serving as backup in all areas within the Utility Business Office. Requires knowledge and skills in operation of business office equipment, such as computers, copy/fax, calculator, printers, mailing, and multi-telephone line systems. Must be an outgoing, confident individual who truly enjoys working with the public. The ideal candidate will be well organized and able to work with little direct supervision. Previous customer service experience preferred. Must be computer literate. Working knowledge of Microsoft Office, Word and Excel preferred. State Accredited High School Diploma or GED is required. **The selected individual must be capable of maintaining a high level of confidentiality.**

**Submit resume with cover letter of interest, qualifications, and references.**

**Mail to:**

**PERSONNEL DIRECTOR**

**EOE #417**

**c/o City of Jasper**

**P.O. Box 29**

**Jasper, IN 47547-0029**

**or email to: [HRA@jasperindiana.gov](mailto:HRA@jasperindiana.gov)**

An Equal Opportunity Employer