



Office of the Director of Public Services

James Zucal

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JOB OPENING

The City of St. Clairsville, Ohio, is now accepting applications for a position of **Utility Billing Clerk** in the Utility Office, under the supervision of the Director of Public Services (DOPS). This full-time position is open for consideration to all qualified and interested applicants. Applicants must possess excellent customer service skills, and the knowledge and abilities to perform clerical tasks. Banking and computer experience would be helpful.

Salary depends on the applicant's education and/or experience. The City offers a full benefits package. Send a letter of interest, a resume and references to DOPS, 100 N. Market St., PO Box 537, St. Clairsville, OH 43950 by **September 5, 2017 at 4:30 P. M.**

James Zucal, Director of Public Services

AN EQUAL OPPORTUNITY EMPLOYER