

**CITY OF FREMONT
EMPLOYMENT OPPORTUNITY**

Position Title: Part-Time Account Clerk I – Utility Billing Office

Performs financial transactions; reconciles payments, routine accounts and/or year-end financial information; receives payments and prepares receipts; posts routine account information; balances cash drawer.

May operate computer terminal to enter, produce or verify information; organize data into logical sequence for input; enters and updates routine and repetitive data.

Performs public relations activities; greets and assists persons entering department; answers telephone and responds to inquiries and complaints; provides general information to public. Prepares and maintains records according to established procedures; retrieves information from files.

Performs other duties as outlined on the attached position description.

Rate of Pay:	\$21.51/hour Hire-In
	\$23.86/hour Step A
	\$25.13/hour Step B
	\$26.34/hour Step C

APPLICATION METHOD AND DEADLINE: To be considered a properly completed ONLINE application and resume must be submitted via the city's website at <https://jobs.fremontohio.org/>

Deadline for application: Until Filled

Please direct any questions regarding this position to Kenneth P. Frost, Safety Service Director at 419.334.2687.

EOE