



The City of Paris, is currently accepting applications for the position of Utility Cashier/ Office Administrator I. Please submit application from [www.paris.ky.gov](http://www.paris.ky.gov) to The City of Paris 525 High Street Paris, KY 40361

### **JOB SUMMARY**

Employee will be primarily responsible for receiving and posting of utility payments from utility customers. Employee will be responsible for communicating with and working with other employees (meter readers, utility clerks, and accounts payable) in order to properly maintain all utility customer accounts. Employee will work directly with utility customers relative to their utility accounts in regard to new service, reconnection, and disconnection of services. Other duties as assigned relative to utilities.

### **Key Requirements**

Working knowledge of general office practices and procedures. Demonstrating analytical and technical computer skills. Strong oral / written communication skills. Detail oriented cash handling.

Ability to establish and maintain working relationships with City personnel and the public.

Lifting up to 25

Minimum age 18 and GED or High School diploma required.

*Application accepted through October 6, 2021*

**THE CITY OF PARIS IS AN EQUAL OPPORTUNITY EMPLOYER.**