

TOWN OF RANGELY

UTILITY BILLING CLERK

The Town of Rangely has an opening for the Utility Billing Clerk/Admin Assistant. Essential Functions include but are not limited to maintaining confidentiality of all Town Manager office business, strong skills in Microsoft Word and Excel. Duties include but are not limited to monthly utility billing, monthly meter reading and reports, municipal court clerk, building & business permits, receptionist duties and any other tasks as the office deems necessary for the effective and efficient operation of the administrative office

This position will be a temporary part time position that will be considered for full time with benefits at the end of a three-month probationary period. Pay will depend on experience. To apply submit a completed application to the Town of Rangely at 209 E Main Street, Rangely Colorado 81648. Applications are also available on our website at **www.rangely.com**. Email resume and completed application to **mcox@rangelyco.gov**. Position is Open until filled. The Town of Rangely is an Equal Opportunity Employer.

Job Type: Full-time