

JOB NOTICE

Forks City Hall Utility Biller

THE CITY OF FORKS is accepting applications for the position of **Utility Biller**.

Basic Function: Performs a variety of functions to support and assist the City Clerk; primarily responsible for Utility, LID, and revenue accounts. Responds to public inquiries; processing and filing records as necessary. Front counter duties to include receipting and customer assistance.

Salary: \$3,043.47 - \$4,352.82 DOQ with benefits

Applications and a job description are available at the Water Department in City Hall (500 E Division St). The City of Forks is an Equal Opportunity Employer. Applications accepted until Monday, November 14, 2022 at 5:00 p.m.

Contact Nerissa Davis, Human Resources, 360-374-5412 x237 or nerissad@forkswashington.org for more information.