

# FULL-TIME DEPUTY CLERK

## City of Holstein

**SALARY \$17.20-19.75**

The City of Holstein is seeking a dedicated Full-Time Deputy Clerk/Utility Billing Clerk.

Essential Duties and Responsibilities include data entry, utility billing, collection, payroll processing, accurate record keeping, and assisting the City Administrator as needed.

**Education, Experience and Training Requirements:**

- Experience in accounts payable, accounts receivable and customer service.
- Experience with MS Office (Outlook, Word, Excel)
- Good verbal and written communication and interpersonal skills.
- Ability to work independently with minimal supervision
- High School Diploma or GED required
- An associate's degree in business/accounting preferred, but not required

Benefits include IPERS, Health, Vision, Dental, and Life insurance, paid PTO, paid holidays, and clothing allowance.

Applications are available at City Hall and on the city website.

For more information, Contact:

Tammy Nuckolls, City Administrator

City of Holstein

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Holstein Iowa 51025

712-368-4898

[administrator@holsteiniowa.org](mailto:administrator@holsteiniowa.org)

[www.holsteiniowa.org](http://www.holsteiniowa.org)

Open until filled. EOE.