



TOWN OF POSEYVILLE

38 W. Main Street • PO Box 194 • Poseyville, Indiana 47633

Phone: 812.874.2211

Position Type:

Utility Clerk

Date Posted

11/06/2025-11/14/2025

Location:

Town Hall, 38 W Main Street, Poseyville, IN 47633

Reports To:

Clerk-Treasurer and Utility Manager

Classification:

Full-time Office Personnel – 32.5-35 Hours/Week

Hours of Operation – 8:30 am – 4:00 pm

Closed 11:30-12:30 Daily

Position Requirements:

- Minimum of High School Diploma or Equivalent
- Excellent Communication and Team Skills
- Strong Organizational Skills

Employment Factors

- 13 Paid Holidays
- Tiered Vacation Days Per Service Time
- Accumulated Sick Days
- Public Employee Retirement Fund
- Life Insurance
- Medical / Dental Insurance Optional
- Pre-Employment and Random Drug Screenings
- Starting Salary Range \$16.40-\$18.00/hr

Nature of Work

Under the direct supervision of a senior staff member and in compliance with Town and departmental policies, the employee will provide a broad range of assistance to residents, businesses, and departments, with primary responsibilities centering around utility billing.

Essential Job Functions

- Greets customers, answers phones, pick-up, opens and distributes mail.
- Assist with billing monthly utility services, including, but not limited to, uploading meter readings and verifying accuracy, creating work orders for rechecks, printing bill cards, and mailing bills to customers.
- Responsible for payment collection, including but not limited to receiving utility bill payments through the mail, drop box, and walk-in customers, reconciling payments

daily, depositing payments into appropriate accounts, and processing credit card payments.

- Assist with utility customer account processing.
- Maintain the Community Center calendar and rental information.
- Order office supplies as needed.
- Assist the Clerk-Treasurer with monthly claim processing in accordance with internal controls policy.
- Assist with payroll.
- Filing.
- Obtain Indiana Notary Certification provided by the Town of Poseyville.
- Perform any other related duties as assigned.

Knowledge, Skills, and Abilities

- Ability to de-escalate customer situations with composure, empathy, and effective communication.
- Ability to maintain confidentiality of information.
- Ability to obtain surety bond provided by the Town of Poseyville.
- Ability to carry out instructions furnished in writing or oral form.
- Experience with billing, cash, and check handling processes.
- Ability to demonstrate exceptional organizational abilities while efficiently managing tasks and priorities in environments with frequent interruptions.
- Ability to understand, apply, and use personal computers and software applications (e.g., Word, Excel).
- Ability to work with a diverse group of individuals.