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**Job Title:** Utility Clerk

**Department:** Utilities

**Employee Type/FLSA Status:** Full-Time, Non-Exempt

**Hourly Pay:** \$14.00 –\$16.00, Depending on Qualifications

**Benefits:** Health, Dental, Life, Retirement

**Reports To:** Utility Billing Supervisor, Assistant Clerk/Treasurer

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### **Position Summary:**

The City of Noble is seeking a diligent and detail-oriented Utility Clerk. The position performs various tasks related to utility billing, general city services, and financial management. Noble's Utility Clerks are the first point of contact for the public and must maintain a courteous, respectful, and professional demeanor at all times.

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### **Essential Duties and Responsibilities:**

- Assist customers in person, by phone, or email regarding billing inquiries, service changes, payments, and account setups, moves, or closures.
- Maintain and update customer accounts and utility records.
- Accept payments and issue receipts to customers.
- Perform daily balancing of multiple cash drawers
- Prepare bank deposits and reports as assigned.
- Perform general clerical duties including data entry, filing, scanning, and correspondence.
- Work collaboratively with city staff and various city departments as assigned.
- Assist with other front office tasks as needed or assigned.

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### **Minimum Qualifications:**

- High School Diploma or GED required.
  - Associate-level coursework or degree in business, accounting, or related field preferred.
  - Proficient in Microsoft Office Suite (Word, Excel, Outlook).
  - Strong organizational skills and attention to detail.
  - Excellent communication and customer service skills
  - Ability to maintain professionalism, patience, and composure when handling sensitive issues or during high-stress interactions.
  - Ability to handle confidential customer information with utmost care and discretion
  - Ability to effectively manage multiple tasks simultaneously in a fast-paced environment while maintaining excellent customer service
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### **Working Conditions:**

- Primarily indoor office environment.
  - Standard working hours, with occasional periods of overtime as needed.
  - May require occasional lifting of files or office equipment (up to 25 lbs.)
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### **How to Apply:**

Applicants should complete the following required items:

- General Employment Application (available at <https://cityofnoble.org/departments/human-resources>)
- Resume

When all required items are complete, applicants may submit in the following manner:

- **Mail** to City of Noble, Attn: City Manager, PO Box 557, Noble, OK 73068
- **Email** to [r.porton@cityofnoble.org](mailto:r.porton@cityofnoble.org)
- **Deliver** to Noble City Hall at 304 S. Main St. , Noble, OK

Selected applicants must pass a background investigation. Position is open until filled.

**The City of Noble is an Equal Opportunity Employer (EOE)**