

The City of El Dorado Springs is accepting applications for a full-time general Clerk. High school diploma required. Must pass physical and drug test. Applicants must be able to multi-task, must possess good customer service, communication and organizational skills and be detail oriented. Position will include, but not be limited to, general office duties, assisting City Clerk, collection of all types of payment transactions, assist with utility billing, and other miscellaneous duties. Accounting skills a plus, as position may cross-train/assist with accounts payable and general ledger duties. Applicants should be familiar with Microsoft software, such as Word and Excel. Deadline for applying is September 28, 2012 or until position filled. Applications are available in the office of the City Clerk at 135 W Spring Street. The City of El Dorado Springs is an equal opportunity employer and does not discriminate on basis of race, color, gender national origin, religion, age or disability in employment or the provision of services.