



JOB ANNOUNCEMENT

UTILITY BILLING CLERK

The City of Gunnison is seeking a qualified individual for the position of Utility Billing Clerk. Primary responsibilities include performance of utility billing processes, including the preparation of utility billing statements, and resolving customer account issues.

The successful candidate must possess a high school diploma or equivalency and two years of related experience, or an equivalent combination of education and experience. Advanced educational courses in accounting are desirable.

The starting salary range for this position is \$34,600 to \$40,600 per year plus benefits, based on qualifications. Send application, cover letter, and resume to Tammy Shelafo, 201 W. Virginia Ave., P.O. Box 239, Gunnison, CO 81230 or email to tshelafo@GunnisonCO.gov The first review of applications is October 21.

Visit the City's website at www.GunnisonCO.gov for more information.