**Immediate**

**Job Opportunity**

**Posted 05/18/2022**

Utilities Clerk/Front Office Clerical (Full-Time)

The City of Horton is seeking highly motivated applicants for the above position within our City Hall.

This position requires the ability to multi task in a busy office setting to include, but not limited to data entry, filing, handling money, customer service, along with many other clerical duties. Being a team player is essential.

Preferred qualifications will include experience and proficiency in excel, word, data entry, great communication skills, and other software programs.

Position may be expected to travel and attend overnight training occasionally.

Minimum starting salary will be $14.00 hourly, but will be dependent on skills, education, and/or experience.

To obtain an application form: please print from City of Horton website – [www.cityofhorton.com](http://www.cityofhorton.com) or from the Horton City Hall at 205 East 8th Horton, Kansas 66439.

Completed applications with resumes will be accepted by the City Administrator until the position is filled. The City of Horton is an E.O.E.