

### **Part-Time Customer Service Clerk**

The City of Wood River is accepting applications for a part-time Customer Service Clerk in the Finance Department.

This position is responsible for providing customer service at the front counter and over the telephone. Duties include accepting utility bill payments, assisting customers with utility billing inquiries, answering phones, filing documents, data entry, and providing general administrative support to the Finance Department and Building & Zoning Office. The position requires extensive interaction with the public and the ability to maintain a professional, courteous, and helpful demeanor.

Qualified candidates must possess a high school diploma or GED. Prior experience in customer service, cash handling, office administration, or a related field is preferred but not required. Candidates must be dependable, detail-oriented, organized, and able to work independently in a fast-paced office environment. Basic computer skills, including proficiency with Microsoft Outlook, Word, and Excel, are required.

This is a part-time position with flexible scheduling, not to exceed 20 hours per week. Starting pay is Illinois minimum wage. Residency within the City of Wood River is not required.

The successful candidate must pass a background check and drug screening.

Applications will be accepted until the position is filled.

Send completed resume to: City of Wood River, Human Resources, 111 North Wood River Ave., Wood River, IL 62095 or [jobs@cityofwoodriver.com](mailto:jobs@cityofwoodriver.com) by 6/30/26. Position will remain open until filled.