Water Department (office)

Applications are being accepted for a pending vacancy in the Water Department for the City of Lawrenceville. Applicants for this full-time position must be able to multi-task in a challenging, fast-paced office setting. Computer and communications skills are required. Responsibilities include handling, balancing and posting payments, answering the phone, preparing bank deposits and assisting in monthly billing. The preferred applicant will understand and enforce the department’s guidelines and relevant city ordinances. This can be a challenging job while juggling multiple tasks and often deescalating aggressive behavior in person or over the phone. This position includes benefits, vacation and enrollment in the Illinois Municipal Retirement Fund.

Applications are available at City Hall Monday through Friday from 8 a.m.-11:30 a.m. and 12:30 p.m.-5 p.m.

The City of Lawrenceville is an Equal Opportunity Employer.