

Sheboygan Falls Utilities is seeking a customer service minded individual for the role of full-time Utility Clerk.

Sheboygan Falls Utilities is a small municipal owned Electric and Water Utility serving approximately 5,000 customers within the City of Sheboygan Falls.

The Utility Clerk would be responsible for customer service at the counter as well as over the phone, accepting and receipting utility payments, reporting of utility sales and consumption, and miscellaneous duties for the Utility and City Hall offices.

This is a position that has room for growth within the Sheboygan Falls Utility office.

Confidentiality, communication skills, multitasking and the ability to work in a small fast-paced office are essential. Customer service, working with the public, and computer skills are valued.

Candidate should have an overall knowledge of Microsoft Office: Word, Excel, and Outlook.

Office Hours: Monday – Friday 7:30am to 4:00pm

Please submit a cover letter, resume, and three references by February 23, 2024 to:

Sheboygan Falls Utilities
c/o Sara Coenen
375 Buffalo Street
Sheboygan Falls WI 53085

Or email to sara@citysheboyganfalls.wi.gov