ENTRY LEVEL OFFICE CLERK

The City of Carterville is accepting applications for the position of Entry Level Office Clerk. This position requires excellent customer service skills, strong computer skills and bookkeeping experience is preferred. This position is responsible for daily bank deposits and record keeping, filing, entering and filing accounts payable records, and day to day office operations. Completed applications and resumes should be submitted to: Khrissy Hollister, Carterville City Clerk, 103 S. Division St., Carterville, IL 62918 khollister@visitcarterville.com Applications must be received by 4:00 p.m. on December 5, 2022. EOE