

The Village of Bethalto is accepting resumes for a Water Department Computer Operator. This is a full-time position (40 hours per week) with a starting annual salary of \$41,745.60 (per union contract) and an excellent benefits package. Village of Bethalto residency is required within 1 year of hire. The successful candidate will be part of a team responsible for customer service of all water accounts including setup of new accounts, accepting & posting payments, balancing of daily receipts, customer inquiries and resolution of customer complaints, billing, file maintenance, daily work order calendar maintenance, and other clerical duties as assigned. The ability to multi-task in a fast-paced office is required. Interested candidates should submit resumes by mail to: Village of Bethalto, c/o Village Clerk, 213 N. Prairie St, Bethalto, IL 62010 or via email to Village Clerk Sue Lowrance at slowrance@bethalto.com. Resumes will be accepted until 4pm on Friday, May 17, 2024, or until the position is filled.