

Customer Service Representative: Algona Municipal Utilities is seeking a qualified candidate for the position of Customer Service Representative. This position will work with customers in person or over the phone to handle routine customer inquiries relative to utility and communications billing and customer service. In addition, this position performs a variety of clerical duties utilizing knowledge of general office systems and procedures and assists with other duties as needed. Applicant must reside in the Algona Municipal Utilities service territory or other location as approved by the Board of Trustees. A candidate should possess an associate degree (AA) or equivalent from a two-year College or technical school or have 2 – 3 years of equivalent experience. Applications will be accepted until the position is filled. Algona Municipal Utilities is an Equal Opportunity Employer. Offers are contingent on passing a background check and pre-employment physical. Please send resume and completed application to employment@netamu.com. The job description and application are available on our website at <http://www.netamu.com/employment.php>.

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