



**VACANCY ANNOUNCEMENT**  
**City of Miles City**  
**An Equal Opportunity Employer**

**Date Issued:** December 28, 2020

**Job Title:** Utility Billing Clerk  
**Department:** Finance  
**Collective Bargaining Unit:** 283A AFSCME

**Usual Work Days and Hours:** 40 hours; Monday – Friday

**Base Rate of Pay:** \$14.14/hr 6-month probationary wage  
\$14.94/hr after probationary period

**Benefits:** Health/Dental/Vision/Life Insurance  
Vacation and Sick Leave, 10 paid holidays  
Montana Public Employees' Retirement

**Classification:** Non-Exempt

**Expected Start Date:** February 1, 2021

**Recruitment Open to:** Internal & External Applicants

**Principal Duties:** Please review the attached job description.

**Minimum Qualifications:** Please review the attached job description.

**Application materials required:** Miles City Employment Application Package. Package may be obtained through the Human Resources Office, Montana Job Service or online at <http://milescity-mt.org/employment/>

**Selection Process:** Selection procedures to be used in evaluating applicant qualifications may include, but are not limited to, an evaluation of the City of Miles City Application materials; a structured interview; & reference checks.

**Offer of Employment:** Employment is offered contingent upon the successful completion of a criminal background check.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to complete in the recruitment & selection process, to perform the essential functions of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need such accommodation, contact the Human Resources Office at 874-8601.

**Recruitment closes:** Monday, January 11, 2021