



# CITY OF RENSSELAER

RENSSELAER, INDIANA

STEPHEN A. WOOD, *Mayor*  
FRIEDA BRETZINGER, *Clerk-Treasurer*

#### COUNCIL MEMBERS

WILLIAM HOLLERMAN, *First Ward*  
NOELLE WEISHAAR, *Second Ward*  
GEORGE T. COVER, *Third Ward*  
ERNEST WATSON, *Fourth Ward*  
RUSSELL OVERTON, *At-Large*

## Entry Level Utility Clerk – City of Rensselaer, Indiana

### POSITION AVAILABLE:

Full time, Monday – Friday, entry-level utility clerk.

### EDUCATION:

High school diploma or equivalent required.

### EXPERIENCE:

Experience with cash handling and Microsoft programs such as Word, Excel etc. Must have working knowledge of phones, copier, scanner and calculator. Applicant should have excellent customer service and organizational skills.

The City of Rensselaer offers a competitive compensation and benefit package. Drug testing and physical required.

Applications are available at City Hall and online at [www.cityofrensselaerin.com](http://www.cityofrensselaerin.com). Submit completed applications and resume with cover letter and references to:

City of Rensselaer 124 S Van Rensselaer St/ PO Box 280 Rensselaer, IN 47978 **by 12-03-2021.**

### EOE

To request this information in an alternate format, call 866-4051