

**Decatur Utilities**  
172 N 2<sup>ND</sup> Street  
Decatur, IN 46733  
(260) 724-7171  
khackman@decaturin.org



**Kevin Hackman, Utilities Auditor**

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**JOB OPENING**  
**UTILITIES CLERK**

The City of Decatur is looking to fill the position of Utilities Clerk. The Utilities Clerk is responsible for directing and coordinating the collection of all revenues from fees and billings.

Duties and Responsibilities include, but are not limited to:

- Generate monthly billing statements, late fees, and shut off notices
- Collect and process payments, balance cash drawer
- Make calls to collect on unpaid accounts
- Assist customers with questions about billing, water usage, change of address, etc
- Answer incoming calls to City Hall and transfer to appropriate department
- Completing administrative duties
- Assisting with other City departments as needed

Applications may be submitted to Kevin Hackman on or before 4pm, Friday, October 21<sup>st</sup>.