*For Immediate Release*

**City of Patterson Announces Opening for Part-Time Utility Clerk Position**

*Patterson, Louisiana* – The City of Patterson is pleased to announce an exciting employment opportunity for a Part-Time Utility Clerk within our municipal administration. This role offers a unique chance to join a dedicated team committed to providing essential services to our community.

As a Utility Clerk, the successful candidate will play a vital role in assisting with various administrative tasks related to utility billing and customer service. Responsibilities will include but are not limited to:

* Processing utility payments and maintaining accurate records
* Assisting customers with inquiries and providing exceptional service
* Performing data entry and administrative tasks with precision and efficiency
* Collaborating with team members to ensure smooth operations within the department

The ideal candidate will demonstrate proficiency in basic office software applications, possess strong attention to detail, and exhibit a positive attitude towards teamwork and customer service.

For media inquiries or further information, please contact:

City of Patterson’s Human Resources Department

985-395-5205

Applications are available at the Patterson City Hall, 1314 Main Street, Patterson, LA, 70392, or at cityofpattersonla.gov.

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