

The City of Pelican Rapids is seeking a Utility Clerk. This position will provide skilled support for city utility services, which includes billing and payment receipt, customer service and general office duties.

Requirements: High school diploma or equivalent with specialized course work in general office practices such as typing, accounting, data processing. Prefer one year experience or combination of experience and post-secondary education in office practices, accounting, data processing. Prefer experience working with the public. Must have work experience with Microsoft Word and Excel.

Applications are available at the City's web site, www.pelicanrapids.com, Department, City Jobs or at City Hall, 315 N. Broadway, Pelican Rapids or call 218-863-7076. Resumes and completed applications may be dropped off at City Hall, or mailed to PO Box 350. **Applications will be accepted until 11:30 a.m. on Friday, October 17, 2025.**