

THE VILLAGE OF GOREVILLE IS ACCEPTING APPLICATIONS FOR  
A FULL TIME, BILLING CLERK/ADMINISTRATIVE ASSISTANT.

THE JOB REQUIRES DEDICATION, PROFICIENT COMPUTER SKILLS, THE ABILITY  
TO EFFECTIVELY AND PROFESSIONALLY INTERACT WITH THE PUBLIC, AND  
ABILITY TO WORK WITHOUT SUPERVISION.

APPLICANTS MAY BE SUBJECT TO DRUG AND BACKGROUND CHECK

TO APPLY, SUBMIT COVER LETTER, RESUME, AND A LIST OF REFERENCES VIA  
EMAIL TO [gorevillevillage@gmail.com](mailto:gorevillevillage@gmail.com) AND MAKE SURE TO INCLUDE CONTACT  
INFORMATION.

NO PHONE CALLS PLEASE.

APPLICATIONS WILL BE ACCEPTED UNTIL JANUARY 12, 2018 AT 5:00 pm