

ACCEPTING APPLICATIONS

The Town of Bethel Springs is now accepting applications for part-time water department clerk

The successful candidate will offer courteous customer service in person and by phone. Candidate will work closely with all departments and office personnel. Candidate will be able to take payments and process end-of-day paperwork. Must be efficient in MS Office (Word & Excel), have excellent communication skills, attention to detail, be able to work with the public, and able to multi-task.

Experience is a plus.

Applications are available at City Hall located at
4066 Main St., Bethel Springs, TN 38315.

Applications must be returned to Bethel Springs City Hall
before 4:30 p.m. on December 31, 2025.