

JOB TITLE: Customer Service Clerk

JOB SUMMARY: This position is responsible for receiving and processing utility bill payments.

MINIMUM QUALIFICATIONS:

- o Ability to read, write, and perform mathematical calculations at a level commonly associated with high school or equivalent completion.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

For more information on the position please visit our website- www.cityofsylvester.com.

Apply Monday—Friday from 8:00 AM to 5:00 PM at the Sylvester City Hall located at 101 N. Main Street Sylvester, Georgia 31791. A City of Sylvester application can also be mailed to P. O. Box 370, Sylvester, Georgia 31791, attention Human Resources or emailed to tnorris@cityofsylvester.com. Applications will be accepted until the position is filled. The City of Sylvester is an Equal Opportunity Employer.