

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 the completion of high school or equivalent.
- 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 102 S 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. Applications will be accepted until the position is filled. The City of Sylvester is an Equal Opportunity Employer.