

CITY OF SYLVESTER  
JOB ANNOUNCEMENT

CUSTOMER SERVICE CLERK

The City of Sylvester is accepting applications for the position of Customer Service Clerk.

MAJOR DUTIES

This position is responsible for receiving and processing utility bill payments, receive and process customer requests and complaints.

MINIMUM QUALIFICATIONS

Ability to read, write and perform basic mathematical calculations at a level commonly associated with the completion of high school or equivalent. Ability to use office equipment: Fax, Computer, Calculator, Microsoft Word, Excel Proficient.

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](http://www.cityofsylvester.com). Apply Monday – Friday from 8:00am to 5:00pm at the Sylvester City Hall located at 102 S. Main St., Sylvester, GA 31791.

Send completed City of Sylvester application to:

ATTN: Human Resources  
City Of Sylvester  
P.O. Box 370  
Sylvester, Georgia 31791

Position open until filled.

The City of Sylvester is an Equal Opportunity Employer