

**CITY OF SYLVESTER
JOB ANNOUNCEMENT**

The City of Sylvester, Georgia is seeking a candidate for **Customer Relations Clerk with Public Works Department (temporary position.)**

MAJOR DUTIES

Performing general office and light housekeeping duties: picks up, sorts, and distributes incoming mail; answers the telephone with professionalism and courtesy; processes outgoing mail. Assisting customers with questions and complaints regarding city services and prepares work orders to address complaints/questions.

KNOWLEDGE & SKILL REQUIRED

Experience and abilities for the following: Must be able to retrieve work orders from City's Hiper web system, Distribute to work crews as directed, complete work order on computer when finished & re-submit back to Hiper Web System as completed.

Applicate must have working knowledge of Microsoft programs and being able to complete tasks such as, payroll and department reports, skill in operating such office equipment as a personal computer, calculator, typewriter, and two-way radio.

Minimum Qualifications

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with high school education.

Required qualifications include a minimum of 12 months customer service experience

Apply at City Hall, 102 S. Main Street, Monday-Friday, between 8 a.m. and 5 p.m. or mail to P. O. Box 370, Sylvester, Georgia 31791, attention Human Resources. This position will be open until Filled.

The City of Sylvester is an EOE.

For more information on our City please visit our website at www.cityofsylvester.com.

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