



Town of Mooresville

Recruitment Announcement

April 10, 2008

Position: Customer Service Assistant
(Part-time temporary position)

Department: Administration

Salary Range: \$11.386/hr - \$17.325/hr

Application Deadline: April 18, 2008

Description:

An employee in this position is responsible for the activities which involve collecting various revenues in person or through the mail, daily balancing, handling customer inquiries related to utility billings and general municipal services; preparing and verifying a variety of reports and records; and coordinating with the field services functions. Work involves heavy public contact functions.

Minimum Requirements:

Graduation from high school, supplemented by courses in business or accounting, and some experience in a purchasing or billing operating involving heavy public contact; or an equivalent combination of education and experience.

Hours:

Schedule is extremely varied. Will fill in when permanent employee is out on leave, etc and during peak work periods. Average hours per week is 10 hours. Office hours are 8:30 AM – 5:00 PM, Monday - Friday

Other Information:

Candidate must be willing to work varied schedule.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

This is a part-time temporary position with no additional benefits other than FICA and Workers Compensation.

An Equal Opportunity Employer