



Town of Mooresville

Recruitment Announcement

January 8, 2010

Position: Customer Service Assistant

Department: Administration

Salary Range: \$24,342 - \$38,069

Application Deadline: January 22, 2010

Description:

An employee in this position is responsible for the activities which involve accurately 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:

8:30 AM – 5:00 PM Monday – Friday

Other Information:

Must have working knowledge of standard operating practices involved in modern office operation and serving the public; working knowledge of computer operations; ability to deal effectively with the public in a tactful and effective manner; ability to create and maintain accurate records, reports, and files in support of a cash receipt and customer oriented operation; ability to operate calculator, computer terminal, typewriter and related office equipment; ability to communicate effectively in oral and written forms; ability to establish and maintain effective working relationships with other employees, supervisor, and the general public.

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:

Paid Leave; 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer