

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Customer Service Clerk I/II

Your Career, Your Community

As a Customer Service Clerk in the City of Salisbury, you can make a difference! The City is seeking motivated candidates who will assist customers in person and by phone in matters relating to utility billings and accounts, collecting utility revenues, customer service, preparing and maintaining billing and collection records and files. The main duties for this position include but are not limited to assisting customers with receiving and processing all incoming municipal utility payments; answering billing questions and handling collections; entering information into the system and balancing cash drawer; and maintaining accurate reports of incoming monies. Join our team for a rewarding career that includes many benefits such as: 401K, Wellness Clinic, Insurance and more!

Minimum Requirements:

- High School diploma or equivalent required
- Must have a valid NC Driver's License and good driving record
- Good typing skills and ability to use Microsoft Outlook, Word, and Excel
- Strong communication skills
- Prior experience in utility industry, billing and collections, or cashiering is desired
- Bilingual skills are a plus

Closing Date: February 26, 2015

Pay rate: \$11.31 - \$18.77

Please apply online at www.salisburync.gov/hr

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704)638-5217.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

**The City of Salisbury is a Drug Free Workplace
Job Opportunities Hotline: (704) 638-5355**