

UTILITY CUSTOMER SERVICE REPRESENTATIVE

Performs responsible fiscal and administrative support task assisting customers, establishing and maintaining customer accounts, performing utility billing and other related tasks.

Must have the 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 cash receipts and customer oriented operation.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationship with coworkers, public officials, and customers.

Graduation from high school, supplemented by courses in business or accounting, and experience in a billing operation involving multiple step tasks and use of billing software, or an equivalent combination of education and experience.

Applications may be obtained at Oakboro.com and may be mailed or delivered to Oakboro Town Hall 109A North Main St. Oakboro. May also be emailed to dburgess@oakboro.com.