



Town of Macclesfield Employment Opportunity



Job Title: Customer Service Clerk
Location: Town of Macclesfield Town Hall
Telephone Number (252) 827-4823

Address to send application and resume:

Town of Macclesfield, PO Box 185 Macclesfield, NC 27852

For a printable copy of the job application, visit the Town of Macclesfield's website at www.townofmacclesfieldnc.org or visit the Town Hall to obtain an application.

Job Summary

Performs intermediate clerical work, utility billings, collections, cemetery sales, and customer service work.

Minimum Qualifications

- High school graduate, supplemented by courses in business or accounting, and experience in a billing and/or collections operation involving multiple tasks and use of billing software and/or collections methods
- Equivalent combination of education and/or experience
- Customer Service skills
- Effective presentation and communication skills
- Proficiency in computer applications
- NC Notary
- NC Driver's License

Salary

\$14.30 per hour and paid health insurance and benefits

Position Closing Date

Position Open until filled

A full job description is available at the Town Hall, located at 105 N. Railroad Street.