

City of Summerville
Job Announcement
Customer Service

JOB SUMMARY

This position performs customer service duties in support of a variety of department operations.

MAJOR DUTIES

- Greets customers and answers telephones; assists with billing and related customer service information.
- Initiates new customer accounts and set up in system
- Prepares work orders to resolve customer problems and issues; requests re-reads of meters.
- Processes bill payments.
- Maintain and balance assigned cash drawer as assigned
- Prepares bank deposits.
- Processes return checks.
- Maintains related files and records.
- Issues building permits.
- Issues gas inspection permits.
- Processes business licenses.
- Receipt funds for Recreation, Police and Mainstreet
- Cutoffs – N/P disconnects
- Performs related duties

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent experience.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Any person interested in this position may submit an application at the City of Summerville, 120 Georgia Ave., Summerville, GA 30747. Resumes may also be submitted via e-mail to awhite@summervillega.org or mailed to:

City of Summerville
Attn: Angie White
P.O. Box 180
Summerville, GA 30747