



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Customer Service Representative FY16-81

DEPARTMENT: Water Department

ENTRY SALARY: \$11.55 per hour, plus benefits

PAY GRADE: 8

REQUIREMENTS: Perform a variety of administrative, secretarial and clerical duties to issue and collect payments for services provided by the Walton County Water Department. Perform basic secretarial duties to assist in completing daily office operations. Provide information and assistance to all customers of the Water Department. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High school diploma or GED with a minimum of one year experience performing various administrative and general bookkeeping tasks; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must have the ability to maintain confidentiality to sensitive information.

DEADLINE FOR APPLICATIONS: 5:00 PM – June 16, 2016

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 06/03/2016