



Human Resources Department
Kristi Ash, HR Director
krash@loganville-

Job Title:	Customer Service Representative
Closing Date/Time:	Open Until Filled
Salary:	\$14.44
Job Type:	Full Time
Department:	Administrative Department

The City of Loganville is seeking a full-time Customer Service Representative. This position is responsible for greeting customers, answering incoming telephone calls, data entry and posting of payments/receipts and assisting with utility billing. This is a cashier type position and may require minimal overtime.

Must be friendly, articulate, well poised, and possess superb customer service skills. Applicant must possess knowledge of computers, and must be able to communicate clearly both verbally and in writing with general public, co-workers and city officials. Good math skills are necessary. Must possess High School Diploma or its equivalent. One to Three years in customer service / clerical experience necessary. Must possess valid State of Georgia driver's license; satisfactory Motor Vehicle Record; satisfactory criminal history.

Excellent Benefits. Applications are available at City Hall or on our website at www.loganville-ga.gov. Submit completed application to City Hall, 4303 Lawrenceville Road, Loganville, GA, 30052, Attn: Human Resources Director. Resumes will NOT be accepted in lieu of Application.

The City of Loganville is an Equal Opportunity Employer and Drug Free Workplace.