



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

Job Title: Utility Billing Assistant
Closing Date/Time: Open Until Filled
Salary: \$15.63 Hourly
Job Type: Part Time
Department: Administrative Department

The City of Loganville is seeking a part-time Utility Billing Assistant in the Administrative Department. This position is responsible and moderately difficult secretarial, clerical, and bookkeeping work, requiring independent judgment and accuracy. Duties include but are not limited to greeting customers, processing payments, new account set up, answering incoming telephone calls, data entry, bank and post office runs, and assisting the Billing Clerk.

High School Diploma or GED, some college helpful, minimum 3 years administrative experience. Must possess good customer service skills, knowledge of accounting and bookkeeping practices, computer skills, and good oral and written communication skills. Must possess a valid Georgia Driver's License and have a satisfactory Motor Vehicle Record. In addition, must possess an acceptable Criminal Background and pass a Drug Screen.

Applications are available at City Hall or on our website at www.loganville-ga.gov. Submit completed application via website or to

City of Loganville
Attn: Human Resources
4303 Lawrenceville Rd
Loganville, GA, 30052

Resumes will **NOT** be accepted in lieu of Application.

The City of Loganville is an Equal Opportunity Employer.

Posted 06/23/2023