

NOTICE TO THE PUBLIC

JOB POSTING

Customer Service Representative/Cashier

Posted: 03/16/2022

End Date: 03/29/2022

The City of Monroe is now accepting applications for the position of Customer Service Representative/Cashier. This position is responsible for processing counter payments, providing information and assistance to citizens and various duties related to utility accounts.

Qualified applicants must have a high school diploma; two years of Cashier/Teller and/or Customer Service experience and ability to work well with the public. Skills must include basic math, the use of word processing, spreadsheets, and specialized accounting software.

The City of Monroe offers a comprehensive benefit package. The starting salary for this position is \$30,000. **Direct Deposit is a requirement.** Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Government/Job Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.