



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Customer Service Clerk, Senior

LOCATION: Finance Department

OPENING DATE: September 2, 2020

CLOSING DATE: Until Filled

JOB NUMBER: JN20-48FN

CLASS CODE: 9020

SALARY: \$29,544 - \$32,887 (DOQ) annually with *excellent benefits package*.

FLSA Status: Non-Exempt

PRIMARY FUNCTION: The purpose of this classification is to provide customer service within an assigned department, to include assisting customers, receiving payments, collecting payments on delinquent accounts, maintaining account records, and processing related documentation. This classification is distinguished from Customer Service Clerk by the difficulty of tasks, independence of action, degree of customer service / interaction, and responsibility for a program area or function.

QUALIFICATIONS: High school diploma or GED; supplemented by one (1) year previous experience and/or training involving customer service, cashiering, collections, general office work, personal computer operations, and experience in specific area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES: None.

NOTES: Must be able to pass a work related physical and drug test. The work of this job is primarily sedentary.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Submit an original Town of Collierville application to the following address: Human Resources, 500 Poplar View Parkway, Collierville, TN 38017. Applications are available to download at www.collierville.com under Employment Opportunities, or you may obtain one from our Human Resources Office. Applications must be submitted either by mail or in person to the above address. The Human Resources Office is open Monday – Friday, from 8 a.m. – 5 p.m. We are unable to accept faxed or emailed applications.

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.