



Clerk/Receptionist

Summary:

The City of Highland seeks qualified candidates for the **full-time** position of Clerk/Receptionist. This position performs clerical and customer service functions related to municipal services, plus receptionist duties. Duties include front counter/telephone customer services, handling public inquiries and customer complaints, processing accounts receivable, etc. for various departments as needed.

Essential Duties and Responsibilities:

- Performs clerical and customer service functions regarding municipal services at various city facilities. Primary facility will be City Hall. May be utilized at Public Works and Highland Communication Services from time to time.
- Receives utility payments and account receivable payments for both the general City utilities and Highland Communication Services. Enters night/mail/ payments into computer. Processes cash receipts.
- Sells and issues city licenses and tags.
- Answers telephone for relay to city departments/offices. Services front counter customers. Responds to inquiries, requests, complaints, etc.
- Enters moves and prepares work orders.
- Performs additional bookkeeping and other duties and functions as required or assigned within area of expertise or scope of position.

Qualifications:

Candidates must have a High School Diploma or equivalent as well as a minimum of one (1) year related work experience (bookkeeping, cash handling, customer and general office experience). Candidates must have ability to operate office equipment such as computers, postage machine, credit card machines, copier, telephone, printer, calculator and two-way radio. Must have demonstrated experience with MS Office, financial software and the internet. Excellent communication interpersonal skills and organizational skills are required. A valid driver's license is required as candidates must be able to provide own transportation between locations as needed. Residency within the City Limits of Highland is also required within one year of hire.

To Apply:

If you meet the qualifications outlined above please submit an application on the appropriate application form no later than Friday, April 26, 2013 to: City of Highland; Attn: Director of Human Resources; 1115 Broadway; P.O. Box 218; Highland, IL. 62249. (Internal candidates may utilize Internal Application Form. All applications are located at City Hall).

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