
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: **CUSTOMER SERVICE CLERK (PART-TIME)**
This position is open to the General Public and County Employees.

HOURLY WAGE RATE: **\$12.00 PER HOUR (up to 25 hours per week)**

DEPARTMENT: **TREASURER (402)**

PRIMARY RESPONSIBILITY/FUNCTION: Providing customer service to Pulaski County taxpayers by phone, email and in person.

EXAMPLES OF WORK:

- Answers phone in Treasurer's tax collections office.
- Researches, as required, to provide appropriate answers to tax payer questions.
- Processes address changes.
- Balances posted payments to cashier reports.
- Performs other related duties as assigned.

WORKING CONDITIONS:

Work is performed in a smoking restricted office environment.

ACCEPTABLE TRAINING AND EXPERIENCE:

- Completion of high school or GED equivalency.
- Some clerical work experience with computerized financial recordkeeping or related area; or any equivalent.
- Combination of experience and training which provides the required skills, knowledge and abilities.
- Must be bondable.
- Employment is contingent upon payment of current and delinquent property taxes and successful.
- Completion of a background check.

OPEN DATE: 11-05-2018

CLOSE DATE: 11-09-2018 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

05 November 2018

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