

THE CITY OF NEW BERN IS CURRENTLY RECRUITING FOR THE FOLLOWING POSITION:

REVENUE COLLECTIONS CLERK: Receives and records monies collected for utility bills, deposits and related fees; assists customers with service request and complaints; enters account data; processes payments; serves as cashier; credits account and enters data into computer, makes change, and issues receipts; handles inquiries and complaints pertaining to bills; processes payments received in night deposit; processes draft bank payments and credit card payments; opens mail, matches checks against stubs, balances, and posts to accounts; answers telephone; balances cash drawer against receipts and maintains records of money received; issues letters of credit for other utility companies; closes accounts; and performs related tasks as required. General knowledge of city collection policies and procedures; ability to collect and count monies with speed and accuracy; ability to perform arithmetic computations with speed and accuracy; skill in the use of variety of office equipment and personal computer; ability to work effectively with associates and the general public. **Any combination of education and experience equivalent to graduation from high school and some experience involving customer service and money handling. Must possess valid NC driver's license. Salary range: \$25,777-\$46,640. Excellent benefits.**

APPLICATION DEADLINE: FRIDAY, MAY 23, 2008 AT 5:00 PM

IF INTERESTED IN THIS POSITION YOU MUST APPLY AT THE EMPLOYMENT SECURITY COMMISSION, 1305 SIMMONS STREET, NEW BERN, NC 28560. THE CITY OF NEW BERN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR DISABILITY IN EMPLOYMENT DECISIONS OR PROVISION OF SERVICES.