



617 Tenaha Street • P.O. Box 1744
Center, Texas 75935-2855
(936) 598-2941 • Fax (936) 598-2615
www.centertexas.org

NOTICE! POSITION AVAILABLE

June 5, 2019

The City of Center is recruiting for the following position:

TITLE: Collection Clerk/ Receptionist

SUMMARY OF DUTIES: Duties will vary, but consists of receiving payments of water utility accounts from the public, payments for building and construction permits, and other fee payments. Enters into computer and balances cash drawer. Answers phones, opens new accounts, closes accounts, assists customers as needed. Assists Utility Director and Recreation Coordinator with administrative duties. Assists with other City Hall functions and duties when assigned.

REQUIREMENTS: Bilingual preferred, but not required. Valid TX Driver's License, Typing 35 WPM, 10 Key, Good Standing in Employment History.

EDUCATION: High School Diploma or Equivalent

EXPERIENCE: Assisting Customers, Handling Money, Balancing cash drawer and reports, and Receptionist Duties.

SKILLS: Reading, Writing, Dealing with the public, Knowledge of Microsoft Word and Excel.

CLOSING DATE: Until filled

You may go online to download application at

www.centertexas.org

or apply at

617 Tenaha Street, Center, Texas 75935

936-598-2941

THE CITY OF CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.