



City of Quitman Position Announcement

Customer Service Clerk

The City of Quitman has an opening for a FULL-TIME Customer Service Clerk. Applicants must be able to meet the following criteria:

- Pass a drug screening and criminal background check
- Have a High School Diploma or General Educational Diploma (GED)
- Ability to perform tasks while sitting or standing for prolonged periods
- Ability to lift light objects
- Ability to communicate with customer
- Ability to multitask

Qualifications

- Possess basic computer skills
- Have experience with office machines, i.e., accounting calculator, phone, facsimile, copier, etc.
- Knowledge of basic accounting skills
- Adaptable to a fast-paced environment and the ability to work closely with others

Employment applications are available at Quitman City Hall Administrative Building.

The City of Quitman is an equal opportunity employer.