

NOTICE TO THE PUBLIC

JOB POSTING

Customer Service Representative/Cashier

Posted: 9/19/19

End Date: 9/30/19

The City of Monroe is now accepting applications for the position of Customer Service Representative/Cashier. This position is responsible for receiving and processing counter payments, for providing information and assistance to the customer.

Qualified applicants must have a high school diploma; two years of Cashier/Teller and/or Customer Service experience and ability to work well with the public. Skills must include the use of word processing, spreadsheet, and specialize accounting software.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$26,996 to \$40,494. Actual starting salary within this range is dependent upon applicant's qualifications. Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Quick Links/Employment Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.