

Job Title

Customer Service Clerk

Organization

Town of South Congaree

Category

Clerical

Employee Status

Part Time

Position Hours

Varies

Job Duties

Under general supervision, performs various customer service duties. Customer service clerk to assist the Town Clerk and the Clerk of Court. Assist in the maintenance of various records/files, filing, processes various permits, and enters data into computer. Provides assistance in all areas of Town departments as needed.

Job Duties 2

Receives, reviews, processes, files and/or submits a variety of documents and answer/return phone calls.

Job Duties 3

Interacts, communicates and provides assistance to various individuals and groups. This includes co-workers and the general public.

Utilizes various types of machinery and equipment including typewriter, calculator, copier, shredder, scanner, computer, and general office supplies.

Performs other related duties as required.

Qualifications

High School Diploma or Equivalency. Customer service experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Computer skills, basic math and reading comprehension.

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

Qualifications 2

Requires the ability to read a variety of documents and reports. Requires the ability to prepare various reports and documents with the proper format, punctuation, spelling and

grammar, using all parts of speech. Has the ability to speak to co-workers and the general public with poise, voice control and confidence.

Has the ability to apply principles of rational systems such as accounting in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written and verbal form

Qualifications 3

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communications and interface with all City departments and divisions, co-workers and customers, and the general public.

Pay Info

Hourly Non-Exempt. Salary commensurate upon experience.

How to Apply

To Apply:

- By Email at townclerk@southcongaree.org (Subject Line: Clerk of Court Position)
- Bring completed application and Resume to:

Town of South Congaree
119 West Berry Road
West Columbia, SC 29172

Application can be located at the following link:

<https://www.townofsouthcongaree.org/copy-of-contact-us>

Deadline

04/30/2024

Equal Opportunity Employer Statement

The Town of South Congaree does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.”

Primary Contact

Kerri Charlton

Primary Contact Email

townclerk@southcongaree.org

Primary Contact Phone

[8037552760 Option 3](tel:8037552760)