



**POSITION:** Customer Service Rep I  
**DEPARTMENT:** Finance  
**JOB TYPE:** Full-time  
**SALARY:** Starting at \$32,385  
**POSTED:** 07/30/2024  
**CLOSING DATE/TIME:** Until Filled

**The City of Monroe** is now accepting applications for the position of Customer Service Representative I. This position is responsible for providing assistance to customers & receiving & processing counter payments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Qualifications & Experience:**

- High school diploma or GED
- 2 years Cashier/Teller experience and Customer Service experience

**Skills & Abilities:**

- Knowledge of Microsoft Word, Excel, & specialized accounting software
- Ability to perform basic math computation
- Cash management & reconciliation; process transactions, handle money securely, balance drawers, identify & resolve discrepancies in financial transactions
- Effective communication with the public & company employees

**The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at [Sjohnson@MonroeGA.gov](mailto:Sjohnson@MonroeGA.gov)**



\*Applications are also available at & may be returned to City Hall, 215 N Broad St, 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.