



POSITION:	Customer Service Rep I
DEPARTMENT:	Finance
JOB TYPE:	Full-time
SALARY:	Starting at \$32,385
POSTED:	03/13/2025
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



*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.