

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.manchesternh.gov



CUSTOMER SERVICE REPRESENTATIVE III – TAX COLLECTOR

(Announcement Number R-32-15)

Grade 13

Starting Pay: \$15.69 per hour

Part time, 20 hours per week – Monday through Friday

THE JOB:

Performs a variety of high level clerical and information dissemination services for employees and visitors within City government.

The principal function of an employee in this position is to serve as a central communication point within the Tax Collector's Office, dealing with a wide range of issues. Performs directly related work as required.

MINIMUM

QUALIFICATIONS:

Graduation from High School (or possession of a GED); and four to six years experience in general office operations and customer service ; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests.

APPLICATION

PROCEDURES:

Candidates must complete a City of Manchester Employment Application available at City of Manchester website www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex. Submission of a resume is optional. Applications will not be accepted if received after the closing date

OPENING DATE: Tuesday, May 26, 2015

CLOSING DATE: Open until filled

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****