

Customer Service Representative

The City of Starke currently is seeking a full-time Customer Service Representative. This is an entry level non-exempt position. This position involves working in a fast-paced work environment during peak periods and requires the ability to multi-task in various functions. This position involves contact with the public directly and by telephone, assisting customers with utility payments, opening and closing accounts, and resolutions to any billing issues. The successful applicant must have a HS Diploma or equivalent, 2 years of experience in customer service dealing with the general public that includes billing or accounting, and answering telephones. Must pass a background check and drug test.

Starting salary \$10 – \$14 hourly range DOQ.

APPLICATIONS CAN BE PICKED UP AT FLORIDA WORKS AND RETURNED TO FLORIDA WORKS, 819 S. WALNUT ST., STARKE, FL 32091 904-964-8092

JOB CLOSES: Opened Until Filled

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