



CITY OF TOMBALL PUBLIC POSITION POSTING

CUSTOMER SERVICE SPECIALIST

The City of Tomball is accepting applications for the position of Customer Service Specialist. Duties of this position include processing utility payments, other city payments, and customer service related functions as assigned.

QUALIFICATIONS:

- Must have professional customer service and phone skills
- High level of computer skills to include two (2) years of experience with Microsoft programs such as Excel and Word
- Ability to create reports as needed for responding to public requests and surveys
- Ability to research City codes and ordinances to answer questions regarding utilities
- Ability to communicate well with employees, public and other governmental agencies
- Experience in accounting and cash handling is helpful
- Must possess H. S. Diploma or GED
- Must be able to successfully pass pre-employment drug screening
- This position is eligible for Spanish Language pay

SALARY:

- Hiring Range: \$34,576 - \$36,305
 - Salary Range: \$34,576 - \$46,779
- Salary is dependent upon on experience and qualifications

CLOSING DATE:

- Applications will be accepted until 5:00pm, Tuesday, July 16, 2019.

Applications are available at City Hall or www.tomballtx.gov and may be submitted to:

- City Hall, attn: Human Resources, 401 Market Street, Tomball, TX 77375
- Fax (281) 290-1088 or e-mail hr@tomballtx.gov
- Office hours are 8 am to 5 pm Mon – Thurs. & 8 am to 4 pm Fri.

Equal Employment Opportunity Statement - The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.