



CITY OF PONTIAC

DEPARTMENT OF HUMAN RESOURCES

47450 Woodward Avenue, Pontiac, Michigan 48342
o: (248)758-3293 | fax: (248)758-3197 | e humanresources@pontiac.mi.us

Customer Service Representative Job Posting (City Clerk's Office)

Position:

Summary: An incumbent in this position is responsible for assisting the assigned department(s) with various projects as designated.

Pay Rate:

Up to \$17 per hour depending on Experience.

Responsibilities include (the following list is intended to be a general description of duties, and does not reflect all of the duties performed):

- Answer Customer inquiries
- Prepare and maintain a variety of reports.
- Assist in the preparation of special records and reports.
- Organizes, files, and records information.
- Assist
- Receive and screens incoming calls and visitors, determining which priority matters are and alerting the Director accordingly.

Qualifications:

- High School Diploma or GED, vocational training in construction or related field; supplemented by two (2) years responsible experience in related field; or an equivalent combination of education, training, and experience. As associates degrees or above and municipal experience is preferred.
- Incumbent must successfully pass a criminal background check, an employment medical evaluation and drug screen as established for this classification.
- Incumbent must successfully pass a clerical assessment to move forward through the process.

**To Apply: Applications for employment can be accessed at pontiac.mi.us
EMAIL completed application and resume to humanresources@pontiac.mi.us or
MAIL completed application and resume to the following address:**

**City of Pontiac Human Resources
47450 Woodward Avenue
Pontiac, MI 48342**

Deadline to apply: Applications must be received on/before: Friday, August 9, 2019