



## **The City of Martin is accepting applications for Full-time position at Martin City Hall**

### **City Hall Payment Clerk**

Duties include: Duties include receiving payment and posting amount to customer's account; initiating connection proceedings or service disconnection; keeping records of collection and status of accounts; confer with customers by telephone or in person to determine reasons for overdue payments and to review the terms of sales, service, or credit contracts; perform various administrative functions for assigned accounts, such as recording address changes; locate and monitor overdue accounts, using computers and a variety of automated systems; sort and file correspondence, and perform miscellaneous clerical duties such as answering correspondence.

### **Minimum Qualifications:**

- High School Diploma or GED
- Ability to convey information effectively and possess excellent communication skills
- 1-2 years of clerical & computer experience preferred

**Hourly rate: \$9.00/hour**

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Applications can be obtained at the City of Martin Municipal Building or may be obtained on City of Martin website at [www.cityofmartin.net](http://www.cityofmartin.net). Resumes not accepted without a completed application. Deadline for submitting applications is **5:00 PM Friday, January 18, 2019**.

Mail applications to:

City of Martin

Attn: Human Resources Department.

109 University Street

Martin, TN 38237

*The City of Martin is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.*