

The City of Apalachicola is accepting applications for Receptionist/Desk Clerk

Under the supervision of the City Manager and City Clerk, the employee will be responsible for:

- * **Answering phones**
- * **Providing excellent customer service**
- * **Process utility payments**
- * **Prepare and maintain work orders**
- * **Assist with cemetery matters/records, processing and recording various applications**
- * **Perform various data entry tasks for the front office as well as other departments**
- * **Be proficient in general clerical work, and other work-related tasks as assigned.**
- * **Keep a clean and organized workspace**
- * **Establish and maintain a good working relationship with co-workers and maintain professionalism in the workplace.**
- * **General and specialized clerical work, and perform other work-related tasks as assigned**

Applicant **must** have working knowledge of Microsoft 360, Word, and Excel. Applicant must also be detail-oriented, able to multitask, effectively work under pressure and with many interruptions, as well as be reliable and punctual with their attendance. Two or more years of customer service experience handling cash is preferred. A High School Diploma/GED required. Applicant will be trained in specific utility billing software. ***Applicant must be able to pass a background screening and drug test.**

Starting Salary is \$31,200 annually and includes benefits!!!

Applications can be downloaded from the City's website at www.cityofapalachicola.com or picked up during regular office hours at City Hall, 8am-5pm, Monday through Friday – 192 Coach Wagoner Blvd., Apalachicola, Florida.

Position open until filled.

The City of Apalachicola is an Equal Opportunity Employer and a Drug Free workforce.