

**Part-Time Clerk/Receptionist**

The City of Highland seeks qualified applicants for the part-time position of **Clerk/Receptionist**. Primary responsibilities include clerical and customer service functions for various City facilities including City Hall, Electric Dept., Public Works and Highland Communication Services. Specific duties include front counter/telephone customer services, handling public inquiries and customer complaints, processing utility payments and accounts receivables.

Candidates must have a High School Diploma or equivalent as well as a minimum of one (1) year related work experience. Candidates must have ability to operate office as well as have demonstrated experience with MS Office, financial software and the internet. Excellent communication, interpersonal skills and organizational skills are required. A valid driver's license is required as candidates must be able to provide own transportation between locations as needed.

If you meet the qualifications outlined above please send an application or resume no later than Wednesday, August 22, 2012 to: City of Highland; Attn: Director of Human Resources; 1115 Broadway, P.O. Box 218; Highland, IL. 62249. EOE