



**Finance Department
Customer Service Specialist**

The **City of Lewes** is seeking applicants who are committed to public service excellence for the full-time position of **Customer Service Specialist**.

The Customer Service Specialist will perform a variety of customer service tasks and office work including assist walk-in customers, answer phones, and assist with preparation of daily bank deposits. This position will collect and process cash, checks, and credit cards for taxes and other services offered through the City. Other responsibilities of the Customer Service Specialist include assisting with preparing miscellaneous city invoices, maintaining bulk trash collection lists and payments, ordering office supplies, and assisting with the day-to-day operations of the Finance Department. The ideal candidate must deliver excellent customer service, have exceptional communication skills, be very organized, have knowledge of the accounts receivable function, and have experience with Microsoft Office. The starting rate of pay is \$17.78 per hour. Application deadline is Friday, November 5, 2021 at 4:00 p.m.

This year-round position will be required to work Monday through Friday, 8am to 4pm.

Employment is contingent upon pre-employment drug screening and a background check. For more information, please contact Ellen Lorraine McCabe at (302)645-7777.

Applications are available on the City's website at www.ci.lewes.de.us and can be mailed to Human Resources & Benefits Administrator, Lewes City Hall, PO Box 227, Lewes, DE 19958, or they may be submitted via e-mail to hr@ci.lewes.de.us.

The City of Lewes is an Equal Opportunity Employer.