

JOB ANNOUNCEMENT
OPEN

CITY OF ABBEVILLE
MUNICIPAL EMPLOYEES CIVIL SERVICE

101 N. State Street
Abbeville, Louisiana 70510
(337) 898-4222

DEADLINE FOR RECEIPT OF APPLICATION: *Monday July 10, 2017 - 12:00 noon*

No application will be accepted after the above deadline for filling this vacancy.

| <u>POSITION TITLE</u> | <u>DEPARTMENT</u> | <u>MINIMUM HOURLY PAY RATE</u> |
|---------------------------------------|--------------------------|---------------------------------------|
| <i>Utility Collections Specialist</i> | <i>Central Office</i> | \$9.34 |

Applicable hours worked over the 40-hour workweek are paid at overtime rates in accordance with Federal guidelines.

TRAINING AND EXPERIENCE REQUIREMENTS

Applicants must be able to perform arithmetic and basic bookkeeping functions accurately in a busy office environment and have the ability to use a personal computer/ mainframe terminal and an adding machine independently, have at least six months general clerical and customer service experience, with a valid driver's license, a registered voter of the parish in which they reside and have a high school diploma or GED equivalency diploma.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Job responsibilities include collections of unpaid accounts and assisting customers, in person or by telephone with electric, water, and wastewater utility services. Applicants must be able to perform arithmetic and basic bookkeeping functions accurately in a busy office environment and have the ability to use a personal computer/ mainframe terminal and an adding machine independently

Office hours are 8:00am–5:00 pm M-F.

GENERAL INFORMATION

HOW TO APPLY

Applications must be secured from the Personnel Office - City Hall, 101 N. State Street, Abbeville, Louisiana. All questions on the application must be answered truthfully and correctly.

MILITARY PREFERENCE

Provided a passing grade is attained on examination, five points shall be added to the grade of each applicant who has served in the U.S. Armed Forces on active duty for ninety consecutive days or more under honorable conditions. Examinees claiming preference under these provisions must present Form DD214 to the Civil Service Office for verification of service.