

**Town of Creswell**  
**Office Assistant-PART TIME**

- Permanent part time position
- 2 days a week (20 hours per week maximum)

**Job Summary:**

Provide customer service and general clerical support for utility billing, collections, and account maintenance. Receive and record cash collections.

**Principal Duties and Responsibilities:**

- Answers phones and direct calls; types various documents and correspondences; copies, prints, faxes, and scans; sorts and distributes mail; filing and photocopying
- Perform cashiering duties by receiving, receipting and recording payments for water and sewer accounts, balancing collections, receiving deposits, service fees, and other fees, and entering meter readings.
- Perform daily bank deposits
- Process service orders by preparing requests for service, terminations, repairs and maintenance, entering data into computer, tracking work orders. Provide customer service by explaining services and fees, providing information, answering questions, and handling customer concerns.
- Perform administrative support for various departments, and clean town office and meeting room.

**Required Knowledge, Skills and Abilities:**

- Cash handling experience
- Customer service experience
- Good interpersonal skills, positive attitude, and neat appearance.
- Good organizational and time management skills.
- Office skills using computer, software programs, calculator, and cash register.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with elected officials, department heads, and employees.
- Ability to handle confidential information appropriately.

**Education, Certification and Experience Required:**

- A high school diploma or its equivalent.
- Possession of valid NC driver's license.
- Related experience.
- Ability to obtain Notary Public certification within six months of hire.

**Application Process:**

Applicants for this position should complete the Town of Creswell job application and submit it to: Penny Chapman, Town of Creswell, PO Box 68, Creswell NC 27928. The application is located on the Town's website at [www.townofcreswell.com](http://www.townofcreswell.com) or may be obtained by contacting the Town Office at 252-797-4852 or 104 S 6<sup>th</sup> Street, Creswell NC 27928.

**Deadline:** August 15, 2025 or until filled.

The Town of Creswell is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veteran's status or any other characteristic protected by law.