



EMPLOYEES/PUBLIC:

Customer Services Representative, Customer Service

Annual Salary: \$24,939.20 Grade: 14 (Employee: 7% on your current salary, whichever is greater; or 10.5% on your current salary, whichever is greater, if position is 3 grades or higher than current position) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.

Examination is announced to establish an employment list to fill vacancies in the Customer Service department and future vacancies as they occur to process payments for utility services and property taxes, or admission fees for the zoo, and performs customer service functions for the City of Alexandria. Work is performed under the direct supervision of the Customer Service Manager or Zoo Director, depending on area of assignment.

Minimum Applicant Qualifications:

- High School diploma or GED; supplemented by one (1) year of experience in cashier, customer service or clerical work; or any equivalent combination of education, training, and experience.
- May have to work weekends and holiday

Kind of Examination

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.

Accepting applications: Until filled

[APPLY ONLINE AT WWW.GOVERNMENTJOBS.COM/CAREERS/ALEXANDRIALA](http://WWW.GOVERNMENTJOBS.COM/CAREERS/ALEXANDRIALA)

Civil Service Department Ph. (318)449-5030, Fax (318)449-5232 Email: civilservice@cityofalex.com

The City of Alexandria is an Equal Opportunity Employer.