

**Part Time Clerk
Town of North, SC**

Position hours: Part-time position

Job Duties:

- Process water/sewer payments
- Establish new water/sewer/garbage accounts
- Assist the Office Administrator with filing, typing and other duties as may be assigned

Qualifications:

- Excellent organizational skills and attention to detail; bondable; able to multi-task
- Proficient in Microsoft suite of products including email; Experience in general customer service/bookkeeping
- Must pass a thorough background investigation and pre-employment drug screening

Pay information: Salary commensurate with experience

How to apply: Submit resume to mayor@townofnorth-sc.gov

Deadline: until position is filled

EOE Disclaimer: The Town of North, SC, is an Equal Opportunity Employer.

Example of job posting as it will appear on www.masc.sc: