

## JOB OPENING

The City of Freeport is taking applications for the position of Front Desk Clerk. This is a full time position with a starting salary of \$9.00 per hour with benefits after a 90 day probation period. The position will be under the direction of the Mayor.

Job duties include greeting the public, answering and directing phone calls and visitors, filing, copying, managing city rental facility calendars, maintaining computer equipment and programs for utility billing, assisting with receiving and posting water & sewer bills and other duties as required. The successful applicant will have a High School Diploma or GED, (3 years experience in the related field may substitute for education) as well as a valid Florida Driver's License. Excellent customer service skills, experience in computer data input, good math skills and organizational skills are desired.

The City of Freeport is an Equal Opportunity Employer Affirmative Action Program. The City is a Drug Free Workplace and the final applicant will be required to submit to a drug test. The City of Freeport City Council will make the final hiring decision.

Applications may be picked up at Freeport City Hall, 112 Highway 20 West, Freeport, from 8:00am – 5:00pm, Monday – Friday or on the City Website: [www.freeportflorida.gov](http://www.freeportflorida.gov). Applications will be accepted until Friday, September 26, 2014 and should be turned in to the Office of the Mayor.