**CUSTOMER SERVICE ASSISTANT**

Essential Job Functions

Under general supervision of the Town Secretary. Performs a wide variety of clerical and technical functions and duties as assigned.

Essential Job Functions

* Answer phones and greets visitors.
* Take water payments & municipal court payments at window.
* Miscellaneous office duties including filing and copying.
* Makes daily trips to the post office for incoming and outgoing mail.
* Makes daily trips to the bank to make deposits.

Requirements

* Basic computer skills

Experience, Training, Knowledge and Skills

* Operation of basic office equipment including copier, fax machine, phone, intercom and computer.
* Customer service, organization and self-motivation skills

Physical Demands and Working Conditions

Must be able to lift approximately 30 lbs. Subject to sitting for long periods of time in order to perform essential job duties. Working conditions are in an office environment.