



Human Resources Department  
Kristi Ash, HR Director  
krash@loganville-ga.gov

**Job Title:** Utility Billing Assistant  
**Closing Date/Time:** December 16, 2016 5:00PM  
**Salary:** \$13.07 - \$13.60 Hourly (DOQ)  
**Job Type:** Full Time  
**Department:** Administrative Department

**The City of Loganville** is seeking a full-time Utility Billing Assistant in the Administrative Department. This position is responsible and moderately difficult secretarial, clerical, and bookkeeping work, requiring independent judgment and accuracy. Duties include but are not limited to greeting customers, processing payments, new account set up, answering incoming telephone calls, data entry, bank and post office runs, and assisting the Billing Clerk.

High School Diploma or GED, some college helpful, minimum 3 years administrative experience. Must possess good customer service skills, knowledge of accounting and bookkeeping practices, computer skills, and good oral and written communication skills. Must possess a valid Georgia Driver's License and have a satisfactory Motor Vehicle Record. In addition, must possess an acceptable Criminal Background and pass a Drug Screen.

Full-time benefits include: Health, Life and Dental Insurance, Paid Holidays, Vacation, and Sick Leave. Applications are available at City Hall or on our website at [www.loganville-ga.gov](http://www.loganville-ga.gov). Submit completed application to City Hall, 4385 Pecan Street., Loganville, Ga., 30052, Attn: Human Resources Director. Resumes will **NOT** be accepted in lieu of Application.

The City of Loganville is an Equal Opportunity Employer.