

The Town of Easton is looking for an ideal candidate to fill the position of Customer Service Specialist

Candidate will provide Customer Service primarily in the Finance Department but including all Town Departments. Will be required to assist customers at the finance counter or other assigned location, answer customer inquiries correctly, handle monetary transactions, and log accurate records of all transactions including requests for service by the various Town Departments. Will be required to answer telephone, assist customers in person with their questions and direct calls to other departments. Position continually requires demonstrated poise, tact and diplomacy. Position requires the effort necessary to successfully know and understand the appropriate information to provide to customers and other staff members.

Requires experience with Microsoft Office Suite.

High school diploma or GED is required. Prior experience handling monetary transactions appropriately is required.

The Town of Easton offers an excellent compensation and benefit package.

The Town of Easton is a drug free workplace, all new hires and current employees undergo drug screenings.

EOE

Please forward resume to Town of Easton, Human Resources, P.O. Box 520, Easton, MD 21601. No telephone calls please.

**Position closing date is December 19, 2016**