**Dynamic Customer Service Representative Wanted**

Town of Yacolt is currently seeking a part-time customer service clerk to assist in day to day operations of Town Hall; 24 hours per week with additional hours during peak times. The customer service clerk reports to the Clerk Treasurer and provides support to the Public Works Department.

Your qualifications for this position will require the following:

* You must be skilled a minimum of 2 years in Customer Service
* You must be skilled a minimum of 2 years in Microsoft Word
* You must have experience in Microsoft Excel
* You must be experienced a minimum of 2 years in accounts receivable/payable
* You must be skilled in maintaining vital records and cross referencing
* You must have a demonstrated ability to work well in a small office setting with changing work environments
* Your grant knowledge is a plus
* You must have a demonstrated ability to be a multi-tasker
* Your government records management skills are desired but not required
* You must have demonstrated abilities in typing and 10 key

The Town of Yacolt offers $12.00 per hour to start and retirement package after 60 days. Monday thru Friday with some weekend work required for events. If you are interested in applying go to www. townofyacolt.com, under jobs tab to print application. Applications must be delivered in person, via fax or postal mail. No email applications will be accepted. First review will be on August 1, 2016. Position will remain open until filled.