

# Customer Service Clerk

## Department

Administration & Finance

## Summarized Description

The employee in this position functions as the receptionist for City Hall delivering the highest quality customer service to all visitors and callers to the City. They must be highly organized with a professional demeanor. Primarily, the employee will handle a variety of clerical duties while answering all incoming calls to City Hall.

## Required Qualifications

- 18 years of age or older;
- Possess a Valid Driver's License ;
- High School Diploma;
- Some college preferred;
- 2 years minimum clerical experience in an office environment;
- 2 years minimum customer service experience;
- Proven ability to communicate clearly, via phone and in person;
- Must be able to lift 25 pounds.

**The City of East Ridge is an Equal Opportunity Employer and TN Drug Free Workplace**

This position will be open until filled. A City of East Ridge application form must be completed and submitted with an optional resume and cover letter. Applications may be submitted electronically to Michelle Sinigaglio, Human Resources Director at [msinigaglio@eastridgetn.gov](mailto:msinigaglio@eastridgetn.gov). Applications may also be mailed to City Hall.

City of East Ridge  
ATTN: Human Resources  
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