

Please Post

December 5, 2022

NOTICE OF VACANCY

TITLE: **CUSTOMER SERVICE REPRESENTATIVE**

JOB STATUS: Full Time – 40 hours/week

DEPARTMENT/DIVISION: Health and Human Services
Health

STARTING SALARY: \$44,641

CLOSING DATE: December 15, 2022

START DATE: To be determined

JOB DUTIES:

Under direction, performs work involved in receiving and handling customer complaints, requests, and/or inquiries concerning the providing of public services, billings, service charges, the issuance of licenses, certificates, and permits, and/or other matters of a similar nature; does other related duties as required.

MINIMUM REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in the receiving and handling of customer complaints and inquiries.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton NJ 07860

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.