

**HELP WANTED**

**CITY OF EFFINGHAM  
Customer Service Representative**

The City of Effingham has an opening for a full-time Customer Service Representative to work within the Water/Sewer Department. The starting hourly wage is \$13.16 an hour with an increase to \$13.50 an hour upon successful completion of a six-month probationary period. The successful applicant will work Monday through Friday from 7:30 a.m. to 4:30 p.m. handling utility billing duties. Applicant must have proficient computer skills, data entry, cash management and accuracy, professional telephone etiquette, and excellent written and verbal communication skills. Applications for this position are available and will be received by the City Clerk, 201 East Jefferson Avenue, Effingham, IL 62401, until Friday October 28, 2015. A complete job description is available in the City Clerk's Office. The City of Effingham is an Equal Opportunity Employer.