

**The Town of Sims invites application for the part-time position of:
Office Assistant**

Under immediate supervision of the Town Clerk and general direction of the Town Administrator and Finance Officer, performs a complex variety of professional administrative work in handling multiple duties and performs related work as required.

Primary Tasks:

- Serves as assistant billing and collections clerk for the Town.
- Assists in accurately billing citizens for water, sewer and garbage/recycle services
- Receives and responds to customer inquiries, requests and complaints.
- Works with and responds to various requests from citizens, community groups, and other agencies.
- Handles an assortment of issues as assigned by the Town Administrator, Finance Officer and Town Clerk; provides quick results, positive resolution, and excellent public relation and customer care skills.
- Operates a variety of equipment such as telephones, copiers, fax machine, desktop computer, printers, file server, etc.

Operating Knowledge of Equipment Required: Automobile, computer, copier and other office equipment as required.

Character:

- Adhere to sound and accepted moral practices
- Have no criminal history other than minor traffic violations

Reporting Relationship: This position reports to the Town Clerk.

Qualifications:

Education: Graduation from high school or equivalency.

Experience: Experience of an increasingly responsible nature in municipal administration; preferably some experience in local government finance and accounting; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Knowledge, Skills, and Abilities:

- Good knowledge of accounting.
- Demonstrate good organizational skills.
- Proficiency of computer skills.
- Demonstrate good public relations and customer service skills.
- Good knowledge of state statutes, procedures, and requirements relating to municipal governments.

Salary: \$ 9.70 /hr.

Hours: Town Hall is open Monday- Thursday 9am – 5pm, Friday 9am- 6pm (Closed 1pm- 2pm each day). Office Assistant will work part time within these hours of operation.

Opening Date: 9/1/2022

Closing Date: Open until filled.

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Applicant **must complete** an **application** and submit along with a **Cover Letter** and **Resume** to:
Town of Sims

Miranda Boykin, Mayor/ Town Administrator

PO Box 161

6501 US Hwy 264 Alt W

Sims, NC 27880

mboykin@townofsimsnc.com