

TAX CLERK/RECEPTIONIST

The City of Millersville is accepting applications for a full-time clerk/receptionist. The position entails a variety of responsibilities including property taxes, utility payments, answering phones and greeting customers. Analytical ability and computer experience with Excel and Word preferred. High School diploma or GED required. Compensation DOQ plus a generous benefits package. Apply in person at Millersville City Hall, 1246 Louisville Highway, Millersville, TN 37072 or online at www.cityofmillersville.com. EO and ADA employer.