

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. Salary \$12.50-\$13.50/hr DOQ plus benefit package. Apply in person Tuesday through Friday 9 A.M. to 4 P.M. at Millersville City Hall, 1246 Louisville Highway, Millersville, TN 37072. EOE.