

## **CITY 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, as well as a background check and the ability to be bonded. Salary \$13.50-\$14.00/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.