



**POSITION VACANCY ANNOUNCEMENT**  
**City Of Seguin**  
**"An Affirmative Action/Equal Opportunity Employer"**

**PART-TIME CUSTOMER SERVICE REPRESENTATIVE** # 1187  
**03/27/13**

**This part-time clerical position involves handling utility payments, processing applications for initiation, transfer, and/or discontinuance of utility services. Requires a H.S. Diploma or G.E.D.; experience with cash handling and reconciliation; computer experience to include PC or terminal to access a mainframe computer. Must be able to work in a fast paced environment, multi-task, interact well with the general public, knowledgeable of office practices and the use of common office equipment. Bilingual preferred. Must be able to successfully complete pre-employment drug screen. Applications will be accepted at City of Seguin, 205 N. River, Seguin, Texas 78155. 830-401-2473. Starting salary is \$12.45/hour. Position open until filled. AA/EOE [www.seguintexas.gov](http://www.seguintexas.gov)**