

City of Colfax
Customer Service Representative – Part Time
Closing Date: January 11, 2024
Salary Range: \$18.29 – \$23.48 hourly

The City of Colfax is currently accepting applications for Customer Service Representative (CSR). This part-time position is scheduled Tuesday-Thursday 8:00 am – 3:00 pm. Typical duties include interacting with the general public to provide key information and direct inquiries appropriately. The CSR assists the public with special event applications, utility billing, and business licensing under the direction of the Administrative Services Officer. The CSR processes applications, permits and reports for the building department. This is a confidential position expected to provide administrative and clerical support working independently with a minimum of supervision and practicing a moderate amount of discretion. Incumbent will have excellent customer service and organizational skills and be able to work in a busy office with frequent interruptions. Two-five years increasingly responsible administrative experience desired.

Applications are available at City Hall or online at www.Colfax-CA.gov. Send or deliver applications to 33 S Main Street, Colfax, CA or to Shanna Stahl at accounting@colfax-ca.gov. For more information contact City Hall at 530-346-2313.