



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

Open: June 24, 3013  
Close: When Filled

**JOB POSTING**  
**Customer Service Representative I**  
**Full Time**  
**Monthly Salary: \$2,427**

**JOB SUMMARY:**

Provides assistance to citizens requesting information and services in accordance with city policies and established guidelines.

**MINIMUM QUALIFICATIONS:**

- High school diploma or general education degree (GED); and one to two months related experience and/ or training; or equivalent combination of education and experience.
- Must possess a basic knowledge of common customer service concepts.
- Must possess a demonstrated ability to communicate clearly and accurately with a variety of persons.
- Basic cashier abilities to include counting money, reconciling cash drawer and printing daily reports.
- Keyboarding skills of 35 wpm.

**SKILLS AND EXPERIENCE:**

- Working knowledge of use and application of computer software relevant to the position, i.e., Microsoft Word and Excel.
- Working knowledge of use and skill in operation of office equipment such as calculators, copiers, computer printers and fax machines
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**TO APPLY:**

Applications available online on City of Bedford web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*