



## TOWN OF FAIRVIEW JOB POSTING

**POSITION:** Customer Service Representative  
Posted 4/12/2022

**STATUS:** Fulltime

**AVAILABILITY:** Immediate; open until filled

**COMPENSATION:** \$15.91/hr. to \$18.75/hr. depending upon qualifications

**BENEFITS:** Paid time off, paid holidays, and employer paid health, dental, vision, LTD and life insurance. Employee contributions to Texas Municipal Retirement System (TMRS) are 7% with a 2:1 employer match. Town also participates in Social Security

**RESPONSIBILITIES:**

Provides professional customer service to Town of Fairview residents, processes incoming utility billing payments, maintains utility accounts, posts past due penalties, processes new service orders, reviews challenged utility accounts and provides resolution, and performs other related duties. Must be willing to learn basic aspects of permits.

Requires customer contact and interaction and the ability to communicate effectively and courteously.

**REQUIREMENTS:**

High school diploma or GED equivalent and 2 years customer service experience required. Utility billing and/or Incode experience preferred.

**LICENSE AND CERTIFICATION REQUIREMENTS:** none

**Applicants must submit Town of Fairview Application for Employment. Applications are available on the Town of Fairview website, [www.fairviewtexas.org](http://www.fairviewtexas.org).**

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EOE**