

The City of Wray invites applications for part time Customer Service (32 hours per week) in its Administration Department at City Hall. This position will report directly to the City Clerk/Treasurer and assume delegated responsibility and projects. Primary responsibilities may be, but are not limited to, customer service with emphasis on cash receipting and reconciliation, daily deposits, and effective communication with all City departments.

Successful applicant must be a service-oriented team player, people person, effective communicator, organized, self-motivated and able to work in a flexible, fast paced environment. Must be computer literate in word processing and spreadsheet applications and must be proficient with standard office machines. Salary dependent on qualifications and experience.

Please call City Hall at (970) 332-4431 with inquiries. Applications available at 245 West 4th or at www.cityofwray.org. Pre-testing in applicable areas may be required. Position open until filled. The City of Wray is an Equal Opportunity employer. Please send replies to the City of Wray, PO Box 35, Wray, CO 80758.