



JOB TITLE: CUSTOMER SERVICE REPRESENTATIVE

LOCATION: East Pasco Government Center
14236 6th St., Suite 101
Dade City, FL 33523

SALARY: \$12/Hr

GENERAL DESCRIPTION:

As a Customer Service Representative, you will manage incoming calls and walk-ins regarding homestead and general customer service inquiries along with reviewing Tax Roll date and data entry work using math calculations. You will act as a liaison for the Property Appraiser's office and work with all departments based on the customers needs. CSR's will provide customers with accurate information while resolving any issues that might arise.

MINIMUM QUALIFICATIONS:

In order to be considered for this position the applicant must:

1. Possess excellent administrative/customer service skills.
2. Have strong mathematical skills. Banking experience a plus.
3. Build relationships with customers using good oral and written communication skills.
4. Possess good organizational skills.
5. Able to indentify and assess customer needs.
6. Provide accurate and complete information using all resources.
7. Be computer literate.
8. Must be able to multi-task, prioritize and manage time effectively.
9. Valid Florida driver's license

EDUCATION REQUIREMENT:

High school diploma or higher required.