



CITY OF JACKSON, MISSOURI POSITION ANNOUNCEMENT

The City of Jackson, Missouri is currently accepting applications for the position of

COLLECTOR'S ASSISTANT

Applicants must have excellent communication skills, both written and verbal, and be able to handle multiple phone lines and incoming customers while multitasking other duties. Must be proficient in MS Word and Excel and have excellent keyboarding skills. Organizational skills, accuracy, and efficiency are required.

Applications are available at City Hall, 101 Court Street, Jackson, MO, 63755 or online at www.jacksonmo.org. Completed applications/resumes can be submitted to J.J. Wiseman at City Hall or emailed to jwiseman@jacksonmo.org. Applications will be accepted until position filled.

EOE/ADA/M/F/V