

**PART TIME
CALL CENTER
COMPLIANCE COLLECTION CLERK**

DESCRIPTION

The City of Forest Hill is seeking qualified applicants for the position of **PART TIME COMPLIANCE COLLECTION CLERK** to assist the Municipal Court by making outgoing phone calls to people who have citations filed in the Municipal Court that are in warrant status, or who are delinquent on a time to pay plan. Tasks include making the outgoing phone calls, assisting the public with information obtained from the Municipal Court database, explaining options to resolve a citation or warrant, and accurately entering data into a computer database.

REQUIREMENTS

Successful applicants must have a high school diploma or equivalent. Prior collections, call center, customer service and clerical experience involving public contact or any other position consistently dealing with customers.

Candidates must demonstrate excellent customer service and communication skills; be able to work independently in a high-volume environment; experience handling sensitive and confidential information and have the skill/ability to maintain established records and files.

Bilingual strongly preferred.

Note:

\$10 per hour.

Currently Hiring for the following shift:

- Monday – Friday 8am – 2pm
- Monday – Friday 2pm – 8pm

Please contact Bobbie Spence, Municipal Court Administrator, (817) 568-3046.