



JOB NOTICE

POSITION: Customer Service Representative

LOCATION: New Port Richey
8731 Citizens Dr., Ste. 130
New Port Richey, FL 34654

RESPOND TO: Norman Daerda Jr. – Human Resources – Please send resume to
ndaerda@pascopa.com

CLOSING DATE: Open until filled

SALARY: \$12/Hr

GENERAL DESCRIPTION:

Answer calls from customers and assist with questions/homesteads. Heavy interaction with the general public. Review of Tax Roll data, involving data entry work, and math calculations.

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. Exhibit good oral and written communication skills.
4. Be able to prioritize workload in order to meet deadlines.
5. Possess good organizational skills.
6. Be computer literate.
7. Must be able to multi-task
8. Valid Florida driver's license

EDUCATION REQUIREMENT:

Possession of a high school diploma or higher required.

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO HONORABLY DISCHARGED
VETERANS AND ELIGIBLE SPOUSES.