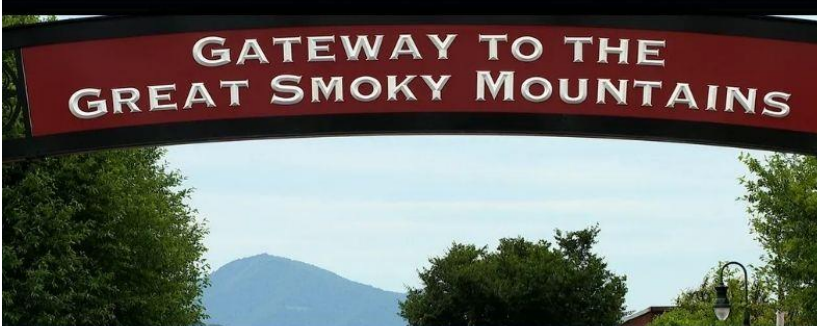
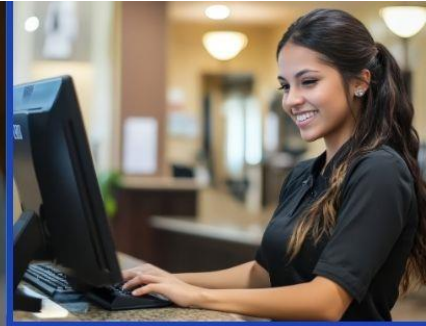




Now Hiring Part-time Bilingual Collections Clerk

Benefits:

- Flexible Schedule
- On-the job Training
- 401K option



JOIN OUR FINANCE TEAM TODAY!
PART-TIME BILINGUAL COLLECTIONS CLERK
SALARY RANGE: \$14.00 - \$17.00 DOE

📍 APPLY TODAY: [ONLINE APPLICATION](https://www.waynesvillenc.gov/jobs)
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**Apply
Online
Today**

November 2025

The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Bilingual Part-Time Collections Clerk

Department and Location

Department: Finance

Location: 280 Georgia Avenue Waynesville, North Carolina 28786

Starting Salary Range: \$14.00 - \$17.00 an hour (DOE)

FLSA Status: Non-Exempt

Schedule: 15-19 Hours Per Week

GENERAL DESCRIPTION OF CLASS

This part-time class performs routine bookkeeping and clerical functions, primarily focused on the billing and maintenance of utility customer accounts. The role also involves processing building permits and related clerical work as assigned. This position works according to set procedures under close supervision.

ESSENTIAL TASKS

The tasks listed represent the core duties required for this position:

Provides professional, courteous customer service at all times.

Assists English and Spanish customers in person, by telephone, and by mail, including obtaining information for customers as requested.

Explains department policies and procedures and refers customers to appropriate personnel or offices.

November 2025

Collects, records, and receipts payments for utility services, taxes, business licenses, and building permits.

Processes requests for service orders and Town services, including reviewing and entering applications for new/discontinued electric, water, sewer, and other Town services.

Reviews and enters applications for business licenses.

Completes deposit slips and deposit reports.

Performs general clerical work as required (e.g., typing, copying, filing, answering the telephone, processing mail).

Assists other clerical and technical staff as requested.

REQUIRED SKILLS AND ABILITIES

Data Involvement: Copying, transcribing, entering, or posting data or information.

People Involvement: Serving customers, attending to their requests, and exchanging information with them.

Involvement with Things: Handling or using machines/equipment such as computers for data entry, fax machines, copiers, and telephones.

Mathematical Requirements: Ability to use addition, subtraction, multiplication, and division, and/or calculate ratios, rates, and percentages.

Language Requirements: Reading technical instructions and procedures; composing routine reports, forms, and business letters with proper format and grammar; and speaking in compound sentences in both English and Spanish.

Mental Requirements: Requires doing clerical, manual, or technical tasks prescribed by standard practices, but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

Environmental Hazards: The job risks exposure to no known environmental hazards.

Judgements and Decisions: Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

Physical Requirements: Sedentary work that involves walking or standing some of the time and routine keyboard operations. Involves exerting up to 10 pounds of force on a recurring. Must be able to perform basic life functions of fingering, grasping and repetitive motions. Requires normal visual acuity, field of vision, hearing and speaking abilities.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Vocational/Educational Preparation: High school diploma, GED, or specialized vocational training is required.

Experience Requirements: Requires some experience in an office or business environment with cashiering duties.

Special Certifications/Licenses: Must possess a valid North Carolina driver's license.

*Preference given to candidates with National Interpreter Certification (NIC) and/or American Translators Association (ATA) Certification

EQUAL OPPORTUNITY AND ACCOMMODATION

The Town of Waynesville is an Equal Opportunity Employer and complies with the ADA by providing reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to bangel@waynesvillenc.gov
Applications will be accepted until filled**

Apply online at <https://www.surveymonkey.com/r/townofwaynesvilleapplication>

Or scan the QR code:

