



The City of Rusk is hiring a part time Customer Service Representative. Position is responsible for organizing and carrying out tasks and duties involving data entry; the use of a personal computer; assisting customers and handling customer complaints; accepting customer payments; and general clerical duties. Representative will also take court payments and assist with building permits as required. Fluency in the English and Spanish a plus. Go to [www.rusktx.org](http://www.rusktx.org) for a complete job description and application. Applications may be emailed to [cetheridge@rusktx.org](mailto:cetheridge@rusktx.org); mailed or picked up and returned in person to 205 S. Main Street, Rusk TX 75785. Position is open until filled. EEOC