

**Town of Laurel Park**  
Administration Department  
Resident Services Representative Job Description

Starting Salary: \$19.00 per hour  
Schedule: 20-29 hours per week (Part-Time)

The Town of Laurel Park, NC seeks an individual responsible for providing reception and customer service for the Town. Considerable tact and courtesy are required in these public contact functions. Work is performed under regular supervision and is evaluated through conferences, by review of appropriate records and reports, and the accuracy and thoroughness of assigned responsibilities.

**Duties and Responsibilities**

- Serves as receptionist for Town Hall
- Maintains park reservations for the Town calendar
- Assists the Finance Director by organizing invoices and receipts for the AP process
- Drafts newsletters and helps maintain the Town website
- Performs general office support and assists other staff members on projects and assignments
- Performs related duties as assigned

**Physical Requirements**

All work is done in an office setting and requires minimal physical effort. The applicant must be able to operate general office equipment, such as a computer, printer, copy machine, and telephone.

**Qualifications**

An associate's degree in business or accounting, and experience in a collections or billing operation involving heavy public contact; or an equivalent combination of education and experience. The successful applicant must be able to work consistent, core hours, to provide coverage during meetings, and other staff appointments.

**How to Apply**

Please submit a cover letter, resume, Town application ([www.laurelpark.org](http://www.laurelpark.org)), and three professional references.

Via mail:

Attn: Human Resources  
Town of Laurel Park  
441 White Pine Drive  
Laurel Park, NC 28739

Via email: [humanresources@laurelpark.org](mailto:humanresources@laurelpark.org)

*Applications will be reviewed as they are received, and the position will remain open until filled. The successful applicant must pass a drug test and criminal background check as a condition of employment. The Town of Laurel Park is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.*