



**THE TOWN OF PLYMOUTH, NORTH CAROLINA
IS SEEKING TO HIRE A
CUSTOMER SERVICE CLERK**

The Town of Plymouth seeks to hire a semi-skilled full-time position under the administration of the Town Clerk. The employee will provide general clerical and customer service support in the area of utilities to the general public. The employee is responsible to the Town Clerk and ultimately, the Town Manager. The job description, in full is available at [https://clients.municipalimpact.com/documents/33/Customer Service Job Description.pdf](https://clients.municipalimpact.com/documents/33/Customer_Service_Job_Description.pdf)

Questions related to this position should be directed to:

Town of Plymouth
Dorenda Wallace
Assistant Town Manager/Town Clerk/Finance Officer
124 East Water Street
Plymouth, NC 27962
252-793-9101
dorenda.wallace@visitplymouthnc.com

The Town of Plymouth does not discriminate against any person on the basis of race, color, religion, sex, handicap, or national origin.

La ciudad de Plymouth no discrimina a ninguna persona por motivos de raza, color, religión, sexo, discapacidad u origen nacional.