

CITY OF WAVELAND  
ADVERTISEMENT FOR EMPLOYMENT

The City of Waveland, MS. is currently hiring the following part-time position:

1. Utility, Zoning and Permits Clerk – Public Works Department.

**Applicant Must Possess:**

Communication with customer service and telephone etiquette skills, ability to handle all customer account transactions input and process permits, post Utility payments, and balancing and preparing deposits accurately.

Duties shall include, but not be limited to: data management, filing, some typing, use of a computer, basic math skills, research & verify data when necessary. Be willing to learn and work with floodplain requirements, maps V-Zone issues, etc. Learn and follow established Ordinances and policies as they relate to the Utility, Building, and/or Zoning Departments. Attend Zoning Meetings and prepare Zoning Minutes if requested. Must be able to multi-task and be flexible in daily work schedule.

High School Diploma required with clerical and customer service experience.

The City of Waveland is an equal opportunity employer.

Please come to 301 Coleman Avenue, Waveland MS. for applications or call 228-467-6301 (or 228-467-4134).

Application with resume' should be delivered to Ms. Donna Henry, HR Director, at same address, 2<sup>nd</sup> floor City Hall, HR Office between 8:00 am and 4:30 pm.