



**CHUCK PERDUE**  
TAX COLLECTOR  
BAY COUNTY, FLORIDA

# Join Our Team

**Part-time/ Full-time positions**

Do you love interacting with people? Do you have a passion for helping others? Our team is seeking individuals with a desire to serve others in a fast-paced, customer focused, and detail-oriented position as a Customer Service Representative. This entry-level position includes processing motor vehicle transactions, issuing hunting/fishing licenses, receipting tax payments, and providing driver license and ID card services. Critical thinking, problem solving, and computer skills are essential.

Individuals applying should have the ability to adapt to change rapidly, work in a team environment, and have strong interpersonal skills. Applicants must be available to work at any one of our four office locations.

Both full-time and part-time positions are available.

## Customer Service Representative

- At least 21 years of age with a valid driver license
- High school diploma or equivalent
- At least 2 years working in a professional, customer service team environment in a role with direct customer contact
- Ability to easily, confidently, and accurately navigate multiple computer programs simultaneously
- Knowledge of basic procedures and principles of mathematics, business English, and general office duties
- Capability to work at any office location

We are an EOE and drug free workplace.

Annual salary of \$28,000 with additional benefits including membership into the Florida Retirement System and access to various life and health benefits for full-time positions. Hourly rate of \$15.00 for part-time positions with hours from 9 AM - 2 PM.

Interested applicants should submit an application to:

**Rebekah Taylor, [rjtaylor@baytaxcollector.com](mailto:rjtaylor@baytaxcollector.com)**

**Questions can be directed to Ms. Taylor at (850) 248-8557.**