



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# CUSTOMER SERVICE REPRESENTATIVE/CUSTODIAL AID AIRPORT

*This Position is Part Time with NO Benefits*

### VACANCY NUMBER

24-047

### HIRING RANGE

Salary will be commensurate to education and experience.

### OPENING DATE

March 22, 2024

### CLOSING DATE

Open Until Filled

### FOR ADDITIONAL INFORMATION

#### CONTACT:

**Moore County Airport**  
P.O. Drawer 5809  
Pinehurst, NC 28374  
Phone: (910) 692-3212,  
Ext. 234 – Joy Cheechov

### TO APPLY

Please submit your application online at [www.moorecountync.gov](http://www.moorecountync.gov)

### QUESTIONS?

Please call the Moore County Human Resources Office at (910) 947-6362.

### OR

You may also visit us at  
302 Monroe Street  
Carthage, NC 28327.

### ESSENTIAL JOB DUTIES

This position performs customer service-related tasks such as: intake telephone calls, provide customer, direct aviation activity and service requests, requisition supplies and equipment needed for cleaning and maintenance duties, set-up public areas to prepare facility for events/meetings, performs routine cleaning tasks to keep the interior of the office building looking clean and professional, and other related tasks as required. Must possess proficient computer skills and experience using current business software. Must have the ability to work in moderate and loud noise environments including, but not limited to, radios, telephones, human voices, and aircrafts. Must have the ability to lift heavy objects and be on their feet for extended amounts of time. Must possess inventory control skills and have strong verbal and written communication skills. Work is performed under general supervision.

### KNOWLEDGE AND SKILL REQUIREMENTS

- Comprehensive knowledge of standard customer service practices, procedures, and secretarial techniques
- Ability to balance cash drawer
- Comprehensive knowledge of the organization and functions of the Airport
- Ability to input data accurately
- Knowledge and ability to utilize office equipment such as scanners, copiers, two-way radios, multi-line telephone
- Ability to type and to prepare effective correspondence on routine matters
- Ability to establish and maintain effective working relationships with associates and the general public
- Must possess inventory control skills

### EDUCATION, EXPERIENCE, AND ADDITIONAL REQUIREMENTS

- High School Diploma or equivalent from an appropriately accredited institution and computer knowledge, including Microsoft Word, Outlook, and Excel
- Must be at least 18 years of age
- Must be available to work rotating schedules, including evenings, weekends, and occasional holidays
- Customer Service and Aviation experience preferred

### PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of 30 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires reaching, fingering, standing, walking, bending, sitting, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written computer data, visual inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

***The County of Moore is a drug-free workplace and Equal Opportunity employer.***

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

***All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.***

***Moore County is an E-Verify Participant***