



OFFICE OF THE NASSAU COUNTY COMPTROLLER

240 Old Country Road
Mineola, New York 11501
Tel: (516) 571-2386 Fax: (516) 571-5900
nccomptroller@nassaucountyny.gov

TITLE:

Front Desk Representative

GENERAL POSITION DESCRIPTION:

The Office of the Nassau County Comptroller is seeking a part time front desk representative. The objective for this position is to greet and assist walk-in residents, answer phones, provide support and related needs for employee health insurance inquiries. You will be required to accept mail and deliveries to be distributed to various departments.

RESPONSIBILITIES:

- Answer multi-line phone system: direct calls & take messages as needed.
- Research health insurance inquiries, update change of address requests & ensure proper documentation is in place.
- Email communications and correspondence using Microsoft Outlook
- Light document preparation & use of Microsoft Office

QUALIFICATIONS:

- Experience with heavy phone volume
- Proficient with MS Office, Outlook & Excel
- Polite, professional, & friendly attitude; energetic & positive outlook
- Experience working in an office & working as a team
- Dependability, punctuality, & a strong work ethic
- High school diploma or equivalent

ADDITIONAL INFORMATION:

- Fast-paced environment & high-volume workload; must be able to accomplish tasks quickly, accurately, & independently
- Casual, polished office attire
- Starting Salary: \$17.00/hr.
- Location: 240 Old Country Road, Mineola, NY 11501.
- Hours: Part time/ 17.5 maximum per week

Interested applicants may submit their resume to nccomptroller@nassaucountyny.gov

EOE/MFDV PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS, OR ANY OTHER NON-MERIT FACTOR