



## TOWN OF KILL DEVIL HILLS

Land Where Flight Began

The Town of Kill Devil Hills is accepting applications for the following position:

**UTILITY CUSTOMER SERVICE REPRESENTATIVE** - An employee in this class provides excellent customer service in person or by phone, assessing customer needs and providing effective solutions. Work involves heavy public contact functions within the Water Administration division of Public Services. Work involves tasks such as answering concerns from customers relating to water, street, solid waste; generating work orders; generating a variety of reports and records; issuing town dry trash drop off permits. Possession of a valid N.C. driver's license is required. Experience working with the public and customer service is required. Information technology including utility billing and accounts applications, spreadsheet and water meter knowledge is desired. Salary range for this position is \$48,225 to \$77,160 with an excellent benefits package.

Town of Kill Devil Hills Employment Applications must be received in the **Administration Department or post-marked by 5:00 p.m. on Monday, July 21, 2025**, submitted to:

Town of Kill Devil Hills  
ATTN: Charlene Allen, Assistant Town Manager  
102 Town Hall Drive  
P.O. Box 1719  
Kill Devil Hills, NC 27948

Apply [here](#) or for more information, visit the Employment link at [www.kdhnc.com](http://www.kdhnc.com). To receive an application call (252) 449-5300 or come to the Town Hall Administration Department.

The Town of Kill Devil Hills is an Equal Opportunity Employer.