



Office of Human Resources  
311 Customer Service Agent I - CC2468  
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### General Statement of Duties

Provides comprehensive customer service, in a contact center environment, by responding to a variety of customer requests for information while providing thorough, and accurate information regarding services and procedures in the City and County of Denver.

### Distinguishing Characteristics

This class performs entry level work by providing comprehensive customer service in a contact center environment by responding to citizen and customer requests. This class is distinguished from the 311 Customer Service Agent II that performs full performance level work including monitoring and responding to 311 incoming e-mail, text, and social media; serves as a mentor to newly hired agents; and carries out short and/or long-term projects.

The 311 Customer Service Agent I is distinguished from the 311 Customer Service Specialist, which, in addition to providing comprehensive customer service by responding to a variety of customer inquiries for information, also performs duties that assist the continuous improvement of 311 Call Center services, maintenance of a high level of customer service, and the further development of 311 Call Center capabilities.

The 311 Customer Service Agent I is distinguished from the Lead Customer Service Agent class, which performs permanently assigned lead work responsibilities in addition to providing comprehensive customer service.

### Level of Supervision Exercised

None

### Essential Duties

Assists customers via telephone, email, or online with inquiries or problems related to city procedures and services by asking questions to determine customer needs.

Creates or accesses cases in the HRIS to enter information on customer inquiries or problems and to provide updates on previously created cases; enters resolutions provided to customers and assigns cases or creates service orders for various partner departments and agencies.

Conducts research, using a variety of city resources, to provide customers with answers to inquiries or problems.

Provides complete and accurate information to customers, which may involve explaining applicable regulations, policies, procedures or standards based on a comprehensive knowledge of city procedures and services.

Acts as a liaison between the customer and department or agency staff by following up on customer requests or complaints and solving problems related to service issues; possesses the authority to resolve discrepancies in city provided services.

Observes and complies with departmental policies and procedures, customer service quality standards and compliance guidelines.

Receives on-going training and updates on changes in the operations of departments and agencies; participates in opportunities to cross train with staff in partner departments and agencies to learn procedures and services.

By position, provides customer service support to partner departments and agencies on an on-going basis, to include support during times of heavy workload or high absences.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

### **Knowledge & Skills**

Knowledge of policies, procedures, rules, and laws relative to the specialized area.

Skill in utilizing computer software to accomplish a variety of tasks.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

One (1) year customer service experience in a customer contact environment.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

None

### **Working Environment**

Work involves pressure due to multiple calls and inquiries and is subject to interruption.

Subject to varying and unpredictable situations.

Work is performed while sitting in a confined workspace and requires wearing a headset.

Shift work includes scheduled breaks and lunches.

Shift work may involve varying days off, working holidays and weekends, and may be subject to changing work schedule.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check

Employment Verification

### Assessment Requirement

Customer Service - Compliance

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: C-613**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**