

## CITY OF CEDARTOWN

POSITION: OFFICE CLERK

SALARY RANGE: \$10.36 PER HOUR

WORK TIME: 40 HOURS PER WEEK

TYPE WORK: UNDER THE GENERAL SUPERVISION OF THE ASSISTANT CITY CLERK. PERFORMS CLERICAL AND ACCOUNTING WORK.

QUALIFICATIONS: HIGH SCHOOL EDUCATION OR ITS RECOGNIZED EQUIVALENT. EXPERIENCE IN ACCOUNTING AND CLERICAL WORK.

ALL APPLICANTS MUST PROVIDE COPIES OF ANY AND ALL DOCUMENTS OF ANY CERTIFICATION, SPECIAL EDUCATION, SPECIAL TRAINING, HIGH SCHOOL DIPLOMA OR GED AND A COPY OF THEIR VALID GEORGIA DRIVERS LICENSE.

A COMPLETE JOB DESCRIPTION MAY BE OBTAINED BY CONTACTING HEATHER MASON IN HUMAN RESOURCES AT CITY HALL.

APPLICATIONS MAY BE PICKED UP AND RETURNED TO CITY HALL FROM 8:30 A.M. TO 5:00 P.M., MONDAY THROUGH FRIDAY OR ACCESSED ON OUR WEBSITE AT [WWW.CEDARTOWNGEORGIA.GOV](http://WWW.CEDARTOWNGEORGIA.GOV).

THE DEADLINE FOR ACCEPTING APPLICATIONS WILL BE WEDNESDAY, JUNE 14, 2017 AT 5:00 P.M.

AN EQUAL OPPORTUNITY EMPLOYER.

