

City of Ocilla
Accepting Applications
for
Front Desk Clerk Position

Minimum Qualification: Certified Customer Service Specialist

Maximum Qualification: Certified Administrative Professional

Must be a U.S. Citizen

Must have High School Diploma or GED

Must be able to follow established procedures;

Must be able to work with the public;

Must have strong computer skills, strong math skills, strong oral communication skills, be very organized, detail oriented, and able to multi-task;

Must be willing to submit to a drug test, physical, polygraph, and background check.

Job duties include receiving utility bill, tax payments, and other payments; filing; answering the phone, taking and delivering messages.

Work hours will be between the hours of 8:00 a.m. until 5:00 p.m. Monday – Friday

Hourly pay will be based on degree and/or experience.

Applications can be picked up at the City Municipal Services Building

111 N. Irwin Avenue Ocilla, GA 31774.

Contact Person: City Clerk Lucile Middlebrooks 229 468 5141

The City of Ocilla is a Drug Free Workplace and an Equal Opportunity Employer that endorses the Americans with Disabilities Act. A background will be processed.

Applications will be accepted until the position is filled.