

EMPLOYMENT OPPORTUNITY CITY CLERK

The City of Pembroke is accepting employment applications for the position of **City Clerk**. This position serves as Clerk of Council and is responsible for preserving and reporting City records and managing the treasury.

Minimum Qualifications: Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course study related to the occupational field; Experience sufficient to thoroughly understand diverse objectives and functions of the department in order to direct and coordinate work.

Knowledge and Skills Required: Government operations, accounting, supervisory principles and practices, computer programs and job related software programs; organization, directing and coordinating personnel, record keeping, oral and written communication.

Requires the possession of or the ability to obtain certification as a Municipal Clerk.

Applications are available at Pembroke City Hall, 353 North Main Street, Pembroke, GA, or online at pembrokega.net, Monday through Friday, from 8:30 A.M.-5:00 P.M.

The City of Pembroke is a Drug Free Workplace and an Equal Opportunity Employer that endorses the Americans with Disabilities Act. A background check will be processed. The position is opened until filled.