

EMPLOYMENT OPPORTUNITY
Full Time Office Clerk

The City of Pembroke is accepting employment applications for the position of a full-time office clerk. Preferred qualifications: prior work in general office practices or any equivalent combination of education and experience; ability to obtain notary public. A valid Georgia driver's license and ability to travel for training is required.

Applicants must have considerable knowledge of computerized record keeping systems. Seeking an individual that is self-motivated, organized, and multi-task oriented with good public relations skills. Must be proficient in Microsoft Word, Outlook, Excel and other office equipment. Knowledge of SmartFusion/Harris Computer Software is preferred.

This position is responsible for handling a variety of tasks such as taking customer payments, filing, cemetery records, assisting the City Clerk and the Deputy City Clerk as needed. This is a full-time position.

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 will be processed. The position is opened until filled.