

EMPLOYMENT OPPORTUNITY
Part-Time Office Clerk

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

Responsibilities include performing a wide variety of administrative and clerical duties in support of city operations, to include handling customer payments. Ability to operate a computer and general office equipment, as well as skill in written and oral communication is required. Seeking an individual that is self-motivated, organized, and multi-task oriented with good customer service and public relations skills. Proficiency in Microsoft Word, Outlook, and Excel is required. Knowledge of SmartFusion/Harris Computer Software is preferred.

Applications may be obtained at Pembroke City Hall, 160 North Main Street, Monday through Friday from 8:30 A.M.- 5:00 P.M., or online at pembrokega.net.

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.