

**JOB ANNOUNCEMENT**  
**City of Cedartown**

**POSITION:** (1) POLICE CLERK

**SALARY:** \$11.68 PER HOUR

**WORK TIME :** 40 HOURS PER WEEK

**TYPE WORK:** DUTIES TO INCLUDE BUT NOT LIMITED TO GCIC/NCIC TERMINAL AGENCY COORDINATOR, RECORDS MANAGEMENT, MUNICIPAL COURT CLERK AND CUSTOMER SERVICE.

**QUALIFICATIONS:** MUST BE AT LEAST 20 YEARS OF AGE, A CITIZEN OF THE U.S., NO FELONY CONVICTIONS, MUST PASS AN IN DEPTH BACKGROUND CHECK, POLYGRAPH, PHYSICAL EXAM, AND DRUG SCREEN. MUST HAVE A HIGH SCHOOL DIPLOMA OR GED. MUST HAVE A VALID GEORGIA DRIVER'S LICENSE.

ALL APPLICANTS ARE ASKED TO 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 DRIVER'S LICENSE.

APPLICATIONS MAY BE PICKED UP AND RETURNED TO CITY HALL FROM 8:30 A.M. TO 5:00 P.M., MONDAY THROUGH FRIDAY.

THE DEADLINE FOR ACCEPTING APPLICATIONS WILL BE FRIDAY JUNE 20, 2014.

AN EQUAL OPPORTUNITY EMPLOYER

**POLICE CLERK**