

**JOB ANNOUNCEMENT
CITY OF CEDARTOWN**

**POSITION: OFFICE CLERK – UTILITY BILLING AND COLLECTIONS
DEPARTMENT**

SALARY: DEPENDENT ON QUALIFICATIONS

TYPE WORK: Under the general supervision of the Assistant City Clerk, a person in this position performs complex clerical duties in the billing and collection of water and sewer bills.

QUALIFICATIONS: High School diploma or equivalent; considerable experience in clerical work and accounting; experience in dealing with the general public; preference will be given to candidates with experience in utility billing and collections.

All applicants must provide copies of any pertinent documents of certification, transcripts and training as well as a valid Georgia driver's license

Applications and complete job descriptions may be picked up and returned at City Hall, 201 East Avenue, Cedartown, Georgia 30125 from 8:30pm until 5:00pm Monday through Friday or accessed at our website www.cedartowngeorgia.gov

The closing date for applications will be Friday, April 15, 2016 at 2:00pm.

The City of Cedartown is an equal opportunity employer.