



## COLQUITT COUNTY BOARD OF COMMISSIONERS

### JOB OPENING

### Office Clerk Compliance Office

Applications are being accepted for the above position. Applicant must meet the following requirements:

1. High School Diploma or GED equivalency with 2 years previous experience and/or with combination of educational or technical training in general office work, basic bookkeeping, and record management;
2. Must be able to plan and organize work in an efficient manner with a minimum level of direct supervision;
3. Must be proficient in the use of office equipment with excellent typing skills and knowledge of computers; and,
4. Must possess excellent communication skills as well as managing sensitive confidential matters.

All potential employees are required to pass a pre-employment physical, drug test, and may be subject to a chest x-ray and tuberculosis testing. All potential employees will submit to an extensive background check.

Applications are available from the Georgia Department of Labor, Room 261 of the Courthouse Annex, 101 East Central Avenue, Moultrie, Georgia 31768 and the county's web site: [www.ccboc.com](http://www.ccboc.com). Applications will be accepted through June 22, 2018.

COLQUITT COUNTY IS AN "EQUAL OPPORTUNITY EMPLOYER."