



COLQUITT COUNTY BOARD OF COMMISSIONERS

JOB OPENING

Office Assistant/Deputy Clerk Colquitt County Clerk of Court

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

1. High School Diploma or GED equivalency with two (2) years previous experience and/or with combination of educational or technical training in general office work, customer service, data entry, personal computer operations and/or experience in area of assignment; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job;
2. Must be able to plan and organize work in an efficient manner with minimum levels of direct supervision;
3. Must possess excellent telephone/personal communication skills, as well as managing sensitive confidential matters;
4. Must be proficient in the use of office equipment with excellent typing skills and knowledge of computers; and,
5. Must be capable of multitasking and performing work effective and accurately under pressure.

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 Room 261, Courthouse Annex, 101 East Central Avenue, Moultrie, Georgia 31768 and on the Colquitt County web site at ccboc.com.

COLQUITT COUNTY IS AN "EQUAL OPPORTUNITY EMPLOYER."