

THE UNIFIED GOVERNMENT OF
CUSSETA-CHATTAHOOCHEE COUNTY

**is seeking a Receptionist. This position requires strong computer & phone skills. Must be able to multitask in a busy work environment and possess good public relations skills. The successful candidate shall be capable of performing complex clerical work of an administrative nature and will exercise independent judgment, initiative and discretion. A solid work history in a related field is required; references will be checked. Employment is contingent upon results of drug testing and background check. Submit resume including salary requirements to: Lisa Bickel, Office Manager, Board of Commissioners, 215 McNaughton St, Cusseta, GA 31805 or e-mail to: bocclerk@ugoccc.com
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