

PART-TIME POSITION AVAILABLE

MITCHELL TOWN CLERK – 20 HOURS PER WEEK

Job Summary: Serves as clerk to the Mayor and Council and manages the town's business office. This position requires strong communication and accounting skills, as well as organizational and project coordination skills. Clerk should demonstrate good judgement and professional behavior at all times; must be self-directed and self-motivated.

Town Clerk duties include preparing for, attending, and preparing minutes of all Council meetings; monthly utility bill preparation and collection of property taxes and business licenses; preparing, supervising and conducting annual elections; overseeing the daily activities including financial reporting, accounting, payroll, budgeting, purchasing and cash management, as well as such other duties as may be assigned.

Licenses and Certifications Required or ability to obtain:

- Notary Public Certification for the State of Georgia
- State required clerk training
- Georgia Municipal Election Training and application certification

Minimum Qualifications:

- Knowledge/experience and level of competency commonly associated with the completion of a Bachelor's degree in finance/business administration;
- Three (3) years of progressively responsible experience performing professional and complex administrative duties as well as customer service;
- Experience in municipal government is highly preferred;

Position open until filled. A complete job description is available at mitchellgeorgia.com. Please email or mail resume and a cover letter of interest to:

Town of Mitchell
ATTN: Gail Berry, Mayor
P. O. Box 32
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mitchelltownof@bellsouth.net