

Cashier/Clerk

Posting date: November 17, 2016

Posting deadline: Open until filled

The City of Elberton is currently seeking qualified applications for a Cashier/Clerk. This position is responsible for collecting payments for all city services.

Candidates must: 1) possess a high school diploma or GED certification; 2) pass a background and drug screening; and 3) have proficiency in handling cash or balancing.

This is a **part-time** position (24 hours per week) for Monday's, Tuesday's and Friday's. Compensation will be based on qualifications. Applications are available at City Hall, Monday – Friday, 8:00 a.m. to 4:30 p.m. Submit completed applications to the City Clerk located at City Hall, 203 Elbert Street, Elberton, GA 30635.

The City of Elberton is an Equal Opportunity Employer and a Drug Free Workplace.

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