



203 ELBERT STREET – PO BOX 70 – ELBERTON, GA 30635-0070  
(706) 213-3100 – [cityofelberton.net](http://cityofelberton.net)

## Career Opportunities

The City of Elberton is currently seeking qualified applicants for various positions within several departments of the City. We offer a competitive compensation package including several fringe benefits such as Paid Vacation and Sick Leave, Paid Holidays, Group Medical and Dental Insurance, Employer Provided Life Insurance, Employer Provided Long-term Disability Insurance, and Two Retirement Plans—a defined benefit pension plan at no cost to the employee, and a defined contribution plan that matches employee voluntary contributions up to 6% of salary.

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**Customer Service Representative** – This position interacts with customers to provide information in response to inquiries about products and services as well as handling and resolving complaints. Applicant must have one year experience involving customer service, cash handling or related experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. This position is at a Grade 12 and the salary ranges from \$34,766 to \$48,672 depending on experience and qualifications.

**Police Patrol Officer** – This position performs general police work in the protection of life and property through the enforcement of laws and ordinances. Candidates must be at least 19 years of age, a citizen of the United States, must live within 30 miles of Elberton, and must have the ability to obtain and maintain certification as a Peace Officer by the Georgia Peace Officer's Standards and Training (POST) Council. This position is an entry level position at Grade 12 and the salary ranges from \$34,766 to \$48,672 depending on experience and qualifications.

**Police Assistant Shift Commander** – This position serves as lead worker over patrol officers and exercises extensive independent judgment in making difficult decisions that may include taking immediate actions with limited opportunity to consider various alternatives. This position also performs general police work in the protection of life and property through the enforcement of laws and ordinances. Candidates must a Peace Officer by the Georgia Peace Officer's Standards and Training (POST) Council and hold three years law enforcement experience. This position is at a Grade 18 and the salary ranges from \$42,231 to \$57,514 depending on experience and qualifications.

**Police Investigator** – Investigates criminal activity of city-wide significance and exercises extensive independent judgment in making difficult decisions that may include taking immediate actions with limited opportunity to consider various alternatives. Candidates must a Peace Officer by the Georgia Peace Officer's Standards and Training (POST) Council and hold three years law enforcement experience. This position is a Grade 18 and the salary ranges from \$42,231 to \$57,514 depending on experience and qualifications.

**Equipment Operator/Laborer** - This position assists in the routine collection of debris and other discarded items on city streets. The work is physically demanding and individuals are exposed to extreme weather conditions. Candidates must have the ability to effectively maintain the streets through the operation of equipment used with the public works department in a safe and efficient manner. This position is a Grade 10 and the salary ranges from \$31,605 to \$44,248 depending on experience and qualifications.

**Equipment Operator/CDL** - This position assists in the construction and maintenance of the city's infrastructure. Candidate must hold a valid Commercial Driver's License certification and have basic knowledge in the operation and maintenance of equipment used in the performance of duties. This position is a Grade 12 and the salary ranges from \$34,766 to \$48,672 depending on experience and qualifications.

**Water Plant Operator** - This position involves the daily operation of the water and wastewater treatment facilities to ensure safe drinking water and compliance with environmental regulations. Candidates must be able to obtain and maintain Georgia state licenses for the treatment of drinking water and wastewater. Entry-level candidates must obtain one license within six months of hire. Advanced licenses may be obtained over a 3 to 5 year period. Second shift and alternating weekend shifts are required for this position. This is an entry level position at Grade 12 and the salary ranges from \$34,766 to \$48,672 depending on experience and qualifications.

**To obtain a full copy of the job description, contacting the City Clerk at 706-213-3105 or at [cchurney@cityofelberton.net](mailto:cchurney@cityofelberton.net).**

All positions require a High School Diploma or GED equivalent and successful completion of pre-employment screenings. Any person interested in applying for any of these positions may do so by obtaining an application at [www.cityofelberton.net](http://www.cityofelberton.net) (forms & apps) (Human Resources) or in person at 203 Elbert Street, Elberton, GA 30635, Monday through Friday, between the hours of 8:00 a.m. to 5:00 p.m. Interested candidates should submit an application immediately. Jobs may be filled immediately.

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