

TAYLOR COUNTY, GEORGIA

TAYLOR COUNTY BOARD OF COMMISSIONERS

TAYLOR COUNTY HAS A FULL TIME OPENING FOR A SECRETARIAL POSITION. THIS POSITION IS RESPONSIBLE FOR RUNNING THE OFFICE, ANSWERING THE TELEPHONE, TAKING MESSAGES (INCLUDING COMPLAINTS FROM THE PUBLIC), REQUESTING BIDS FOR FUEL, AND FILING. MUST BE ABLE TO TYPE, OPERATE A COMPUTER, WORD AND EXCEL SPREAD SHEET. MUST HAVE FIVE YEARS PREVIOUS EXPERIENCE IN SECRETARIAL WORK. PLEASE CALL AND MAKE AN APPOINTMENT WITH THE COUNTY MANAGER OR ASSISTANT COUNTY MANAGER AT 478/862-3336 FROM 8:00 AM UNTIL 5:00 PM M-F TO RECEIVE AN APPLICATION. ALL QUALIFIED AND INTERESTED APPLICANTS SHOULD SUBMIT A RESUME WITH THE JOB APPLICATION TO THE ASSISTANT COUNTY MANAGER. DIRECTIONS OR AN EMAIL ADDRESS WILL BE PROVIDED UPON CALLING. PLEASE CALL TO OBTAIN CONFIRMATION OF COUNTY RECEIPT OF ANY EMAILED SUBMISSIONS. SERIOUS INQUIRIES ONLY. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATIONS OF THE POSITION WILL BE CONTACTED FOR AN INTERVIEW. SALARY NEGOTIABLE.

TAYLOR COUNTY COMMISSION IS A DRUG FREE WORKPLACE AND EOE

FILE: WORD/ADVERTISEMENT SECRETARY POSITION