

Pulaski County Government

Job Title: Administrative Clerk

Department: Natural Resources Conservation Service (NRCS) offices

Reports to: US Department of Agriculture

Classification: Full-Time (Monday-Friday, 8am-5pm)

Job Functions:

- Data input on Conservation plans
- Accept and submit program applications
- Field work to include land & building visits to determine viability
- Customer service work such as answer phones, open mail and data entry

Minimum requirements to perform job functions:

- Possess computer skills on common computer programs. Will train on NRCS specific computer programs.
- Communicate with co-workers and farmers
- Must be self-motivated
- Able to work independently and / or with a group to meet federal deadlines
- Able to quickly learn NRCS programs and computer inputs

Minimum Qualifications:

- Possess a high school diploma or GED
- Able to effectively communicate orally and in writing
- Valid driver's license
- Must be able to pass FBI background screening to get computer access
- Must be able to must pass a background check and drug screen test and able to comply with all employer and department policies and work rules

Salary is based on level of experience.

Applications are available online at Hawkinsville-Pulaski.org or from the County Commissioner's office at 45 S. Lumpkin St, Hawkinsville, Ga. Applications for this position will be accepted until April 21, 2022.

Pulaski County is an Equal Opportunity Employer

Pulaski County is a Drug Free Employer