

Pulaski County Government

Job Title: ASSISTANT CLERK
Department: COMMISSIONER'S OFFICE
Reports To: PULASKI COUNTY COMMISSIONER
Classification: FULL TIME (Monday-Friday 8a.m. to 5p.m.)

This position is responsible for a range of clerical and financial duties for the County Commissioner's office.

Primary Responsibilities:

- Process invoices and billings using internal accounting software and respond to inquiries from vendors and customers.
- Manage incoming payments and maintain financial security by following internal accounting controls.
- Purchase and manage inventory of supplies i.e., office, restrooms, cleaning, concessions, etc.
- Coordinate travel reservations for all county employees.
- Answers incoming telephone calls and sort and code mail for processing.
- Complete monthly reports in compliance with financial policies and procedures.
- Set up and maintain a variety of office files and prepare reports as directed.
- Performs other related duties and special projects as assigned.

Applicants must meet the following minimum qualifications:

- Knowledge of office computer software: Word, Excel, Outlook; internet browser programs and office equipment.
- Able to perform basic mathematical calculations and maintain files and records.
- Excellent verbal and written communication skills.
- Valid driver's license and satisfactory Motor Vehicle Record (MVR)
- Must be able to pass a background check and drug screen test and comply with all employer and department policies and work rules.

Applications are available online at Hawkinsville-pulaski.org or from the County Commissioner's office, 45 S. Lumpkin Street, Hawkinsville, GA 31036. Applications will be accepted until November 22, 2024.