

Pulaski County Government

Job Title: Office Manager

Department: Recreation Department

Reports to: Recreation Director

Classification: Full-time/ Hourly Monday - Friday 8am - 5pm

This position is responsible for performing clerical and record keeping duties in the Recreation Department office:

- Working knowledge of standard office procedures and department computer programs including Microsoft Word and Microsoft Excel and RecDesk, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations
- Able to process payments and keep records for sports activities, schedules and staff pay sheets
- Answer telephone, place orders and greet office visitors
- Communicate with parents, coaches and vendors
- Able to type and properly operate a variety of standard office equipment
- Perform other related duties

Applicants must meet the following minimum Requirements:

- Possess a high school diploma or GED
- Able to effectively communicate orally and in writing
- Possess a valid Georgia drivers license and a satisfactory Motor Vehicle Record (MVR)
- Applicant must pass a background check and drug screen test and be able to comply with all employer and department policies and work rules.

Applications are available online or from the Commissioner's office. Please submit application/ resume to the Commissioner's office at 45 South Lumpkin St., Hawkinsville, Ga. by October 30, 2025.