

**PUBLIC NOTICE
JOB OPPORTUNITY**

The City of Metter is accepting applications for an Accounts Clerk for the Administration department. Minimum qualifications include a High School diploma or its equivalent supplemented by any combination of three years training or experience in bookkeeping and general clerical work, basic knowledge of Microsoft Word, Excel, and Power Point, and a valid Georgia driver's license. Applications are available at City Hall at 49 South Rountree Street. Office hours are 8:00 a. m. to 5:00 p. m. Monday through Friday. The deadline for accepting applications will be Friday, July 20, 2018 at 5:00 p.m. or until position filled.

The pay range for this position is \$10.42 hourly to \$15.63 hourly

All job applicants being considered for employment shall be required to pass a drug and alcohol screening test prior to being hired.

The City of Metter is an equal opportunity employer.

Missy Edenfield
HR/Purchasing Manager