



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY **Internal and External Notification**

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Temporary Clerk FY 15-23 (26 hours per week)

DEPARTMENT: Public Defender

ENTRY SALARY: \$7.25 per hour – **NO BENEFITS**

REQUIREMENTS: Sufficient education to be able to comprehend written and oral instructions, basic computer & typing skills, accuracy a must. Excellent phone skills. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: Some experience in the operation of office equipment preferred.

DEADLINE FOR APPLICATIONS: 5:00 PM – October 2, 2014

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 09/18/2014