



# 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:** Office Assistant – Temporary FY16-45

**DEPARTMENT:** Public Works

**ENTRY SALARY:** \$10.00 per hour, NO BENEFITS

**REQUIREMENTS:** Perform a variety of secretarial and clerical duties to assist in ensuring effective and efficient office operation. Tasks include general bookkeeping, records maintenance and information management. Assists with special projects for the department. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

**MINIMUM QUALIFICATIONS:** High school diploma or GED and a minimum of one year of experience performing general office, clerical and bookkeeping tasks; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must have the ability to maintain confidentiality to sensitive information.

**DEADLINE FOR APPLICATIONS:** 5:00 PM – January 19, 2016

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

**POSTED: 01/06/2016**