

OFFICE CLERK AD:

This full time M-F (8-5) position requires experience in permits, zoning, customer service, business license issuance and knowledge of Georgia Codes. Tasks will include being responsible for processing and maintaining utility accounts, tax bills and hotel/motel tax accounts. This position will work closely with the city clerk and be trained to work the front desk and complete other office duties as needed. Please submit application and resume to Waco City Hall, P.O. Box 201, 185 Atlantic Ave. Waco, GA 30182 or email to cityhall@wacoga.net. Applications can be found online under forms at www.wacoga.net. For more information call 770-537-3314. The City of Waco, Georgia is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.