



SHERIFF JOHN MILES

**CANDLER COUNTY SHERIFF'S OFFICE
P.O. BOX 693 • METTER, GEORGIA • 30439**

**CANDLER COUNTY SHERIFF'S OFFICE
invites applications for the position of:**

Office Manager

SALARY:	\$14-\$16 Hourly
OPENING DATE:	02/15/2023
CLOSING DATE:	03/15/2023
DESCRIPTION:	

This is a sensitive government position.

Employment for the selected candidate(s) is contingent upon the successful completion of a background investigation including criminal, and driver's history checks, fingerprinting and drug screening. The applicant may be asked to perform a computer skills-based test.

JOB DUTIES:

DUTIES AND RESPONSIBILITIES:

Under general supervision in a **non-sworn position**, performs administrative and office support duties for the Sheriff's Office. Administrative duties include maintaining all administrative office files, serving as records custodian for the office, and generating various types of work product reports. In addition, the incumbent performs a variety of purchasing functions that includes ordering supplies, invoice preparation, and processing payments. The incumbent will open and close the office at the designated established times. Other duties include data entry into various law enforcement computer systems, customer service, and serving as the Sheriff's administrative assistant.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

High School Diploma AND One year of related experience.

PREFERRED QUALIFICATIONS:

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- Associate's degree or higher from an accredited college
- Working knowledge of a Sheriff's Office.
- Experience in Microsoft products and other production software products.
- Experience in customer service
- Working knowledge of administrative accounting

CANDLER COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER