

## **ADMINISTRATIVE CLERK - PAYROLL**

Notice is hereby given that Candler County, Georgia is seeking applicants for the position of Administrative Clerk in the county administration office. This position is responsible for general clerical work, customer service, processing transactions, issuing permits and communicating with residents/customers. This position's primary duties will include payroll processing, human resources & policy communication, and purchasing. The position reports to the county administrator.

Required qualifications: the successful candidate will possess general, clerical office skills to include a proficiency with Microsoft Office (Word, Excel, Outlook), proficiency in oral and written communication, customer service skills, the ability to manage and prioritize multiple projects and a knowledge of general county operations. Work consists of clerical and administrative activities and requires a high degree of accuracy and complexity. Candidates are required to possess an Associates Degree, possess or be able to obtain a valid Georgia driver's license, and possess more than one year of related experience.

Preferred qualifications: knowledge or experience in payroll accounting and processing and human resources is preferred.

Candler County is an Equal Opportunity Employer. Candler County offers paid employee health insurance, dental, vision, retirement with matching employer contribution, and paid annual and sick leave. Candidates will be subject to a pre-employment screening and background investigation. Interested parties should submit an application and/or resume to: Crystal Turner, 1075 E Hiawatha St, Ste A, Metter GA 40349, [crader@candlerco-ga.gov](mailto:crader@candlerco-ga.gov). Applications will be accepted until January 10, 2025.