

CAREER OPPORTUNITY

The City of Atlanta is seeking to hire a full-time City Clerk/Maintenance Staff position. The City Clerk/Maintenance Staff shall work a minimum of 35 hours per week on average and be capable of performing both clerical and maintenance activities. Must be familiar with Microsoft Office, Outlook, Word, Excel, and Adobe software. To apply for this position, you must have a valid driver's license, a high school diploma or GED, be able to pass a drug test and background screening and have no physical or mental limitations that would prevent you from performing the responsibilities listed below.

This position is a salaried position starting between \$37,000 and \$40,000 per year. Starting salary will be based off of qualifications and/or experience. There is a one-year probationary period before employees become a permanent employee with the City of Atlanta. Full-time employees are entitled to retirement benefits through KPERs.

Primary clerical responsibilities include:

- Developing, implementing and supervising policies, plans, and programs for financial, accounting and record keeping functions.
- Receipting and depositing of city monies, utility billings, and collections.
- Provides consultation and guidance to the Mayor, City Council and other City staff members.
- Prepare agendas and minutes for the City council
- Filing and maintaining Official City Records in accordance with State Law.
- Performs other duties as assigned by the Mayor and/or City Council.

Primary maintenance responsibilities include:

- Monitoring of the City's water, wastewater, and trash utilities.
- Grounds maintenance of City owned property, including but not limited to mowing, trimming, raking, spraying, ect.
- Upkeep of City owned facilities.
- Locating City owned utilities.
- Reading and recording City owned meters and/or pumps.
- Assisting contract operator with daily water sampling
- Performs other duties as assigned by the Mayor and/or City Council.

Physical Requirements include:

- A person in this position must be able to hear, read, write, and speak English clearly.
- Must be able to operate an automobile and lawn equipment.
- Must be capable of setting for a period of 8 hours while performing clerical duties.
- Must be available for out-of-office travel as necessary, including some overnight stays, when professional development opportunities arise.
- Minimal lifting required, not to exceed 55 pounds.

THE CITY OF ATLANTA IS AN EQUAL EMPLOYMENT OPPORTUNITY

Please contact the Atlanta Mayor to apply.
Darren Underwood: (316) 650-3325 / darrenatl07@gmail.com