



POSITION AVAILABLE: ASSOCIATE CLERK

The City of Oxford is accepting applications for the position of Associate Clerk. This position is responsible for receiving and processing utility bill payments and performing clerical and administrative duties in support of needs and demands. In addition, this position is responsible for managing the city's web content, collecting building permit applications and fees, and planning and carrying out events.

Minimum Qualifications:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or experience in a similar position for at least two years.

Top candidates will possess the following knowledge/skills/abilities/experience at a minimum:

- Routine professional interaction with customers in person and by phone.
- Strong interpersonal skills and a commitment to excellent customer service.
- Ability to count money accurately and advise customers of the status of their billing accounts.
- Successful performance working on a collaborative team.
- Ability to communicate in a professional manner verbally and in writing, and with customers and stakeholders at all levels.
- Record of good attendance at previous employer(s).
- Possession of or ability to obtain Notary Public appointment.
- Knowledge of computerized utility billing systems.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of Microsoft Office 365 applications including Outlook, Word, Excel, and Sharepoint.
- Experience maintaining content on a website.
- Experience reviewing permit applications.
- Experience with event planning.

Entry salary for this position is \$26,676.73. Actual salary will be determined based on qualifications and experience.

For a complete list of job responsibilities and application, visit our website at <https://www.oxfordgeorgia.org/ApplyForJob.aspx> or contact Marcia Brooks at mbrooks@oxfordgeorgia.org.

Applications will be accepted through Monday, November 16, 2020. Resumes submitted without completed applications will not be considered. A background investigation including criminal history check will be conducted on all applicants.

Completed job applications may be dropped off in person or mailed to:
Oxford City Hall
Attn: Marcia Brooks
110 West Clark Street
Oxford, GA 30054