



POSITION:	City Clerk
DEPARTMENT:	Administrative
JOB TYPE:	Full-time
SALARY:	\$69,845 - \$107,539
POSTED:	03/05/2024
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of City Clerk. This position is responsible for providing administrative support to ensure efficient operation of overall administrative duties of the government. This position acts as a liaison with other departments & staff, outside agencies, & the general public to maintain efficient coordination of admin duties. The City Clerk will work directly with the City Administrator & Assistant City Administrator on day-to-day items. Starting salary is dependent upon applicant's qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications:

- High School diploma or GED; bachelor's degree preferred
- A minimum of three (3) years of experience & exemplary performance in a clerical, administrative, or assistant level position

Skills & Abilities:

- Maintain Public Notary designation
- Obtain & maintain fully-certified Clerk status in Georgia
- Knowledge of City of Monroe operations, policies, & procedures as it relates to performance duties
- Knowledge of basic bookkeeping, accounting practices, budgetary preparation, & admin procedures
- Typing, reporting, filing, proofreading, editing, organizing, & other general office-level admin procedures
- Accuracy, timeliness, scheduling, & multitasking
- Public Relations & interpersonal communication

The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov



*Applications are also available at and may be returned to City Hall, 215 N Broad St, Monroe, GA, 30655
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.