

Deputy County Clerk with Receptionist duties

County Clerk for the Lee County Board of Commissioners seeks a proven innovative and collaborative local government full time Deputy County Clerk with Receptionist duties. This position provides administrative support for the Board of Commissioners, County Clerk and the County Manager, composes and types letters; schedules projects, meetings, and reservations; maintains files, calendars, and scans documents; operates a multi-line switchboard and answers the telephone; greets the public; orders supplies; maintains operation of the postage machine, telephone switchboard, copier and various office machines. Assist in the oversight of ongoing projects. This position requires a high school diploma or GED equivalent, three years' experience as an administrative assistant, accounting experience, or equivalent work experience, computer literacy, and a valid Georgia driver's license. Work history must show extensive use and knowledge of Microsoft Word, Excel, and Publisher. Salary is based on experience and qualifications. Position is open until filled. Applications are available in the Administration office or online at www.lee.ga.us under the employment section. In addition, employee benefit package and personnel policies can be accessed on the web site. Applications can be submitted by email or mail to:

Diane Herring
Human Resources
Lee County Board of Commissioners
102 Starksville Avenue North
Leesburg, Georgia 31763
Office: (229) 759-6000
Fax: (229) 759-0114
dherring@lee.ga.us

Lee County is an Equal Opportunity Employer and Drug Free Workplace.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.