

## **JOB OPENING**

**Bleckley County Commissioner's office is accepting applications for a full-time clerk position. At minimum, a high school education and previous experience is required. Applicant will perform a wide variety of office/administrative duties. Applicant must be proficient in Microsoft Office and other secretarial applications. Applicant will be subject to a pre-employment drug screen and criminal background check. Applications may be picked up at the Commissioner's Office, Bleckley County Courthouse, 112 N. Second Street, Cochran, Ga., 31014, between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday and will be accepted until 5:00 p.m. on November 30, 2017. Position is available January 2018. Bleckley County is an Equal Opportunity employer.**