

# Permits Clerk/Receptionist

City of Oakwood, GA

Posted: July 7, 2017

**End Date: Open until filed**

The City of Oakwood is seeking qualified candidates for the position of Permits Clerk/Receptionist.

Applications and job description are available at the City of Oakwood, 4035 Walnut Circle, Oakwood, GA 30566 or at [www.cityofoakwood.net](http://www.cityofoakwood.net)

Position is responsible for all office management related duties for the Department of Planning and Development to include coordination of various development applications, annexations, rezonings and variances; and providing information and assistance to the public regarding department activities.

Requirements for a successful candidate will include high school diploma or equivalent, supplemented with college course work in office technology, business management or related field; and two years of experience in customer service or office work, with some management experience.

Successful candidate must be able to pass a drug screen and background check as a condition of employment. Resumes will be accepted as a supplement to an application – however a complete application is required for consideration.

Salary: Expected hiring range between \$27,000 to \$32,000 depending on qualifications.

**The City of Oakwood is an Equal Opportunity Employer.**