

The City of Alamo is accepting applications for a clerk. Requirements include a high school diploma or its equivalent and the applicant must be 18 years of age or older. Qualified applicants should have a good knowledge of computer functions. Applicant will be responsible for providing clerical support for city operations including utility billing, data entry and customer service. This is a full-time position Monday-Friday 8:00am-4:30pm. Pay is based upon experience. Applications are available at Alamo City Hall and online at www.cityofalamo.us. Applications and resumes are required for this position and will be accepted through Monday, July 8, 2024. Please submit application AND resume to the City Clerk at the Alamo City Hall at 7 West Main Street, Alamo, Georgia.

The City of Alamo is an Equal Opportunity Employer and a Drug Free Workplace.

