

COMMISSIONERS
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Paul Webb | Greg Wood



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Mike Walker, Asst. County Manager
Miriam B. Jordan, County Clerk
Diane Kelly, Finance Director
Anthony Rowell, County Attorney

BOARD OF COMMISSIONERS

RECORDS CLERK

The Tift County Sheriff's Office is currently accepting applications for the position of Records Clerk. Applications will be accepted in person at the Tift County Sheriff's Office or via mail as follows:

**Tift County Sheriff's Office
PO Box 46
Tifton, GA 31793
ATTN: Rita McGahee**

Department: Tift County Sheriff's Office
Department Manager: Maj. Chad Davis
Rate of Pay: \$32,939/yr - \$15.45/hr
Shift: Varies, 12 hours
Other: Weekend and night hours are required.

This position performs clerical duties associated with the management of department records. Data entry skills, exemplary spelling, grammar and accuracy are a must. Position requires a strong secretarial and customer service background. Chosen applicant will be responsible for, but not limited to, multi-line phone operation, mail disbursement, providing information to visitors and general reception duties. Applicant must possess the ability to handle multiple tasks simultaneously in a fast paced environment and in a calm, courteous manner. Acceptable applicants must have experience in Microsoft Office, including Outlook, Word and Excel.

All applicants must be able to pass a pre-employment drug screen and physical. Must have valid GA driver's license and high school or acceptable equivalency diploma is required. An application may be obtained online at www.tiftcounty.org.

**Tift County is an Equal Opportunity Employer and a
Drug Free Workplace.**

Telephone: 229.386.7850 | Fax: 229.386.7955 | tiftcounty.org

Charles A. Kent Administrative Building | 225 Tift Avenue North (31794) | PO Box 826 | Tifton, Georgia 31793