

COMMISSIONERS  
Tony McBrayer, Chairman  
Donnie Hester | Melissa Hughes  
Fred Rigdon | Stan Stalnaker  
Paul Webb | Greg Wood



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

---

**BOARD OF COMMISSIONERS**

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  
P.O. Box 46  
Tifton, Georgia 31793  
Attention: Rita McGahee**

## **Records Clerk**

**Department Manager: Capt. Chad Davis**  
**Open Date: 05/24/2023**  
**Close Date: until filled**  
**Rate of Pay: \$ 31,390.84 yr.**  
**Shift: Rotates Quarterly**  
**Hours: 12 hour shifts**  
**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, 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, background check, and physical. Must have a valid Ga Driver's license and a high school or acceptable equivalency diploma is required.**

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

---

Telephone: 229.386.7850 | Fax: 229.386.7955 | [tiftcounty.org](http://tiftcounty.org)

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