



POSITION:	Clerk
DEPARTMENT:	Code
JOB TYPE:	Full-time
SALARY:	\$35,000 - \$55,000 commensurate with education & experience
POSTED:	03/06/2023
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of Code Department Clerk. This position is responsible for maintaining business/occupational tax, alcoholic beverage tax and licensure, regulatory permits, and other related office records. The Code Clerk will work directly with the public to provide information and direction for business licensing and other related inquires. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications & Experience:

- High school diploma or GED supplemented with coursework in accounting & bookkeeping, licensing, & permitting
- 3 years bookkeeping, licensing, permitting, or accounting experience
- GSWCC Level 1A certification or ability to acquire within 12 months

Duties & Abilities:

- Maintain records in accordance with state law
- Review business applications
- Issue/renew business licenses
- Process payments
- Answer department calls; greet & screen callers
- Preparation of reports, forms, spreadsheets, etc...
- Perform basic math computation
- Effective communication with the public & company employees

The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website.

Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov



*Applications are also available at & may be returned to City Hall, 215 N Broad St, Monroe, GA 30655
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.