



<b>POSITION:</b>	<b>Scale House/Office Attendant</b>
<b>DEPARTMENT:</b>	<b>Solid Waste</b>
<b>JOB TYPE:</b>	<b>Part-time</b>
<b>SALARY:</b>	<b>\$15.00 hr</b>
<b>POSTED:</b>	<b>08/13/2024</b>
<b>CLOSING DATE/TIME:</b>	<b>Until Filled</b>

**The City of Monroe** is now accepting applications for the position of a part-time Scale House/Office Attendant within our Solid Waste division. This role is crucial in serving as a back up to the scale house operator to ensure smooth operation of the transfer station & to provide administrative support to office personnel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Qualifications:**

- High school diploma or GED
- Computer experience (Microsoft Office, weighing software)

**Duties & Responsibilities:**

- Scale House operations: Opening/closing transfer station, weighing trucks
- Office operations: Assist with billing processes, ensure accurate record-keeping, & maintain organized filing systems
- Customer service: Provide excellent customer service to visitors & customers; address inquiries
- Perform other related duties as assigned

**To obtain an application, please visit our website or visit us at City Hall, 215 N. Broad Street. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at [Sjohnson@MonroeGA.gov](mailto:Sjohnson@MonroeGA.gov)**



\*Applications are also available at and 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.