

***PUBLIC NOTICE
JOB OPPORTUNITY
RECORDS CLERK/TAC***

The City of Metter is seeking qualified applicant for the position of Records Clerk/Terminal Agency Coordinator (TAC). The City of Metter is approximately 63 miles Northwest of Savannah, Georgia along Interstate 16. The pay range is \$27,518.40 to \$41,870.40. The City of Metter offers excellent health and medical benefits, retirement, and a variety of other benefits. Additional information can be found on our website <https://www.metter-candler.com/better-community-city-police.php> or follow us on <https://www.facebook.com/MetterPolice>.

Minimum Requirements

- High School Education or equivalent
- Effective Communication Skills (Verbal and Written)
- Proficiency with Computers and Microsoft Office
- Valid Driver's License
- The ability to obtain TAC Certification
- The ability to obtain Municipal Court Certification

Applications will be accepted until December 1, 2022 or until the position is filled. Interested persons may contact HR Director Missy Edenfield at 912-685-2527. The Job description and minimum qualifications will be available upon request.

The City of Metter is an equal opportunity employer.

Missy Edenfield
912-685-2527