

VACANCY ANNOUNCEMENT

DATE POSTED: NOVEMBER 14, 2019

CLOSING DATE: NOVEMBER 25, 2019

DEPARTMENT: Solid Waste Department

JOB TITLE: Solid Waste Clerk

PAY RANGE: \$10.08 - 14.70

MINIMUM QUALIFICATIONS: Must have basic computer skills and general knowledge of bookkeeping practices.

KNOWLEDGE & SKILLS REQUIRED: Two years of bookkeeping experience preferred. Experience using computer programs such as excel, quicken or other systems preferred.

Experience working with public.

Experience with balancing accounts and money.

APPLICATION INSTRUCTIONS: Interested parties may apply at the Henry County Personnel Office located in the Henry County Annex Building, 101 North Doswell Street, Abbeville, AL, on or before NOVEMBER 25, 2019. Henry County is an Equal Opportunity Employer.