

Marion County is seeking a **County Clerk**. This is a full-time position responsible for administrative, clerical, payroll, and human resource duties in support of County government operations. This position is appointed by the County Board of Commissioners and is supervised by the County Manager. Previous experience in an office or administrative position and familiarity with personnel, payroll, and general bookkeeping activities preferred. Experience with accounting software applications (we currently use Sage 50 software) or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. If you are interested please email your resume and cover letter to: marionga@windstream.net or mail to Marion County Commissioners P.O. Box 481 Buena Vista, GA 31803. Final candidates will be required to successfully pass pre-employment and/or post-offer tests, as may be allowed by state and/or federal law. *Marion County is an equal opportunity employer.*