

For information or to apply for posted vacant positions, visit our website at: [www.claytoncountyga.gov](http://www.claytoncountyga.gov) and click the Job Opportunities tab. Our website is updated weekly.

Applications may be completed and submitted on-line through your personal computer, County Libraries, or Human Resources which is located at 120 Smith Street, Jonesboro. Resumes, Cover Letters, etc., must be uploaded and attached to your on-line application to be considered during the review process, hard copies are no longer accepted.

***Please Ensure That Minimum Requirements Are Met Before Submitting!***

WEEK OF: JANUARY 30, 2017

<u>OPEN COMPETITIVE</u>	<u>TYPING</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
<b>CENTRAL SVCS/ADMINISTRATION</b> Purchasing Specialist Sr		\$39,629	Open until filled
<b>CLERK STATE COURT</b> Deputy Court Clerk		\$26,630	Open until filled
<b>CLERK SUP/MAG COURTS</b> Deputy Court Clerk		\$26,630	Open until filled
<b>COMM DEVELOP/GIS-GEO INFO SYS</b> GIS Analyst		\$58,973	Open until filled
GIS Data Coordinator		\$58,973	Open until filled
<b>COMMUNITY DEVELOP/GRANT-CDBG</b> Sr Program Specialist/CDBG-HOM		\$46,000	Open until filled
Sr Program Specialist/Nsp		\$46,000	Open until filled
<b>COMMUNITY DEVELOPMENT</b> Building Inspector		\$37,708	Open until filled
Business License Inspector		\$30,911	Open until filled
Plumbing Inspector		\$37,708	Open until filled
<b>CORRECTIONS DEPARTMENT/REFUSE</b> Crew Worker I		\$21,830	Open until filled
Crew Worker III		\$24,111	Open until filled
Grass-Cutting Crew Leader		\$34,141	Open until filled
Office Assistant/Refuse		\$21,830	Open until filled
<b>DA/CHILD SUPPORT ENFORCEMENT</b> Case Manager/CS		\$32,486	February 10, 2017
<b>DISTRICT ATTORNEY/GRANT</b> Victim Advocate (Grant Funded-Part Time)		\$14.03/hr	Open until filled
Victim Assistance Coord Senior		\$37,708	Open until filled
<b>ELECTIONS &amp; REGISTRATION</b> Elections & Registration Off		\$27,987	February 3, 2017
<b>FINANCE/ADMINISTRATION</b> Fin Budget & Spec Proj Mgr		\$71,941	Open until filled

***Please Ensure That Minimum Requirments Are Met Before Submitting!***

<u>OPEN COMPETITIVE</u>	<u>TYPING</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
<b>FIRE &amp; EMERGENCY SERVICES</b>			
Firefighter EMT		\$40,626	Open until filled
Firefighter Paramedic		\$47,157	Open until filled
Firefighter Recruit		\$38,657	Open until filled
<b>FIRE/E.M.S.</b>			
Community Care Practitioner (NP)		\$94,552	Open until filled
<b>IT/ADMINISTRATION</b>			
Desktop Support Specialist		\$32,486	Open until filled
<b>JUVENILE COURT</b>			
Juvenile Court Internship (Part Time)		\$12.40/hr	Open until filled
<b>LIBRARY/HEADQUARTERS</b>			
Library Aide (Part Time)		\$7.76/hr	Open until filled
Library Youth Services Asst(Part Time)		\$8.56/hr	Open until filled
<b>LIBRARY/MORROW</b>			
Branch Librarian		\$48,343	Open until filled
<b>P&amp;R/ATHLETICS ADMINISTRATION</b>			
Athletic Aide (Part Time)		\$7.95/hr	Open until filled
Park Maintenance Worker II (Part-Time)		\$7.95/hr	Open until filled
<b>P&amp;R/INTERNATIONAL PARK</b>			
Program Aide (Part-Time)		\$7.95/hr	Open until filled
<b>P&amp;R/JIM HUIE RECREATION CENTER</b>			
Gym Coordinator (Part-Time)		\$8.78/hr	Open until filled
Lifeguard (Part Time)		\$9.00/hr	Open until filled
Office Assistant (Part-Time)		\$8.78/hr	Open until filled
Program Supervisor (Part-Time)		\$10.69/hr	Open until filled
<b>P&amp;R/REYNOLDS NATURE PRESERVE</b>			
Park Ranger (Part Time)		\$8.35/hr	Open until filled
<b>P&amp;R/SOUTH CLAYTON REC CENTER</b>			
Center Maintenance Worker(Part Time)		\$9.00/hr	Open until filled
Program Aide (Part Time)		\$7.95/hr	Open until filled
<b>PARK SERVICES</b>			
Park Maintenance Worker II (Part Time)		\$7.95/hr	Open until filled
<b>POLICE/ADMINISTRATION</b>			
Animal Control Officer		\$27,987	Open until filled
Aviation Mechanic		\$61,978	Open until filled
Code Enforcement Officer I (Part Time)		\$13.03/hr	Open until filled
Police Officer I		\$38,657	Open until filled
Police Officer II		\$40,626	Open until filled
Police Services Clerk		\$26,630	Open until filled
Police Services Clerk (Part Time)		\$10.43/hr	Open until filled
School Crossing Guard		\$15.69/per shift	Open until filled

***Please Ensure That Minimum Requirments Are Met Before Submitting!***

<u>OPEN COMPETITIVE</u>	<u>TYPING</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
<b>SHERIFF</b>			
Sheriff Correctional Officer		\$37,708	Open until filled
<b>SOLICITOR GENERAL</b>			
Assistant Solicitor General		\$56,115	Open until filled
Assistant Solicitor General(Part-Time)		\$20.33/hr	Open until filled
<b>SR SVCS/ADMINISTRATION</b>			
Administrator Coord/Sr Svcs		\$27,987	February 3, 2017
<b>SR SVCS/AGING PROGRAM</b>			
Tutor/Kinship Care (Part-time)		\$15.11/hr	Open until filled
<b>SR SVCS/AGING/KINSHIP</b>			
Program Aide (Part Time)		\$9.00/hr	Open until filled
<b>TAX ASSESSORS</b>			
Appraiser I		\$32,486	Open until filled
Deputy Chief Appraiser		\$71,941	Open until filled
<b>TAX COMMISSIONER</b>			
Tag/Title Technician (Part Time)		\$9.00/hr	Open until filled
<b>TRAN &amp; DEV/ADMINISTRATION</b>			
Chief Engineer/Engineering Svc		\$71,941	Open until filled
Chief Engineer/Traffic Enginee		\$71,941	Open until filled
Civil Engineer Inspector I		\$35,880	Open until filled
Civil Engineer Inspector III		\$43,770	Open until filled
Civil Engineer II		\$53,394	Open until filled
Civil Engineer III		\$58,973	Open until filled
Crew Worker I		\$22,942	Open until filled
Engineering Technician I		\$26,630	Open until filled
Engineering Technician IV		\$35,880	Open until filled
Engineering Technician V		\$39,629	Open until filled
Equipment Operator I		\$27,987	Open until filled
Equipment Operator II	Required CDL	\$30,911	Open until filled
Public Works Foreman	Required CDL	\$35,880	Open until filled
Public Works Superintendent		\$48,343	Open until filled
Systems Administrator/T&D		\$48,343	Open until filled
Truck Driver I	Required CDL	\$27,987	Open until filled
<b>TRAN &amp; DEV/FLEET MAINTENANCE</b>			
Fleet Manager		\$50,806	Open until filled
Mechanic Senior		\$32,486	Open until filled
Service Writer		\$30,011	Open until filled
<b>911 COMMUNICATIONS CENTER</b>			
Communications Call Taker (Part Time)		\$15.11/hr	Open until filled
Communications Dispatcher I		\$34,141	Open until filled
Communications Dispatcher II		\$35,880	Open until filled

Clayton County Board of Commissioners is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Read the Job Announcement Carefully.**

**Please ensure minimum requirements are met before submitting the application. Answer all questions completely and accurately on the employment application. Failure to complete the entire application may result in disqualification or rejection.**

**JOB TITLE:** PURCHASING SPECIALIST SENIOR

**DEPARTMENT:** CENTRAL SERVICES

**SALARY:** \$39,629 ANNUALLY

**DATE POSTED:** 01/10/17

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; supplemented by college level course work or vocational training in purchasing or business administration; supplemented by three (3) years experience and/or training that include purchasing in a governmental environment. Must possess and maintain a valid Georgia driver's license.

**TYPING SPEED: 45 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to economically and effectively procure all items necessary for County departments on a timely basis, under current policies and procedures of the Clayton County Board of Commissioners. Duties are performed under supervision of the Deputy Director of Central Services.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Coordinates acquisition of all supplies and services for approximately fifteen (15) County departments; reviews department purchase requisition reports for materials/supplies requested; ensures accuracy and completeness of information pertaining to requested items, including the development of proper specifications; obtains missing/additional information from departments; processes requisitions for items up to an established/approved dollar amount per transaction; solicits and receives competitive price quotes from vendors; reviews/analyzes quotations, bids, and proposals; determines awarding of bids; verifies price and availability of merchandise needed; enters ordering data into computer; determines delivery location, coordinating with department and vendor on direct deliveries or pickup orders (limit - \$5,000.00); submits prepay requests, where necessary, to the Finance Department and monitors such requests to ensure all of product is received; close transaction when all criteria have been met; communicates with freight companies to file claims for damaged or lost merchandise; operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes work processing, database, Internet, or other programs; communicates with supervisor, employees, other departments, vendors/suppliers, the public, and other individuals, as needed to coordinate work activities, review status of work, exchanges information, or resolve problems; maintains a current knowledge of applicable laws/regulations; maintains an awareness of new products, trends, and advance in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions, as appropriate. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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## **Read the Job Announcement Carefully.**

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**JOB TITLE:** DEPUTY COURT CLERK

**DEPARTMENT:** CLERK OF STATE COURT

**SALARY:** \$26,630 ANNUALLY

**DATE POSTED:** 01/10/17

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; five (5) months of clerical and/or customer service experience. Hours are: Monday-Friday 8:00am-5:00 pm.

**NOTE:** If an interview is scheduled, you will be required to bring a current credit report to the interview. Applicant must have the ability to work under strict time constraints.

**TYPING SPEED: 35 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to provide clerical support to the State Court Clerk's Office. Work involves assisting the general public in person and over the phone; receiving, indexing and recording court case information and/or legal documents; entering and updating data into department databases; and providing copies of official court and/or legal documents to the public, courts, litigants, attorneys and other appropriate parties.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Answers department telephones; greets customers and visitors; communicates with the general public, attorneys, court personnel and County and local officials; provides assistance, copies of requested documents and information regarding department services and procedures; refers of callers to other staff members as appropriate and takes messages; accepts payments, applications, records, etc., from customers; records of receipt of same and prepares for processing; receives and date stamps of court-related and/or legal documents such as pleadings, motions, real property tax information, traffic tickets, etc.; reviews, verifies, codes and or records required information; enters information into department databases; updates database information; creates new spreadsheets/files; and purges old data as appropriate; makes copies and distributes to appropriate parties and maintains of copies in department manual files; types of letters, reports, summaries and correspondence; prepares folders; maintains files of department correspondence, program records, legal documents, etc.; receives, dates and distributes of incoming mail; prepares of outgoing mail. Performs other related duties as required.

Tasks require the ability to exert moderate physical effort in light to moderate work, typically involving some combination of stooping, kneeling and crouching and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and occasionally heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE:** DEPUTY COURT CLERK

**DEPARTMENT:** CLERK OF SUPERIOR & MAGISTRATE COURTS

**SALARY:** \$ 26,630 ANNUALLY

**DATE POSTED:** 01/17/17

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; five (5) months of clerical and/or customer service experience. Hours are: Monday-Friday 8:00am-5:00 pm.

**NOTE:** If an interview is scheduled, you will be required to bring a current credit report to the interview. Applicant must have the ability to work under strict time constraints.

**TYPING SPEED: 35 WPM REQUIRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to provide clerical support to the Superior and/or Magistrate Court Clerk's Office. Work involves assisting the general public in person and over the phone; receiving, indexing and recording court case information and/or legal documents; entering and updating data into department databases; and providing copies of official court and/or legal documents to the public, courts, litigants, attorneys and other appropriate parties.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Answers department telephones; greets customers and visitors; communicates with the general public, attorneys, court personnel and County and local officials; provides assistance, copies of requested documents and information regarding department services and procedures; refers of callers to other staff members as appropriate and takes messages; accepts payments, applications, records, etc., from customers; records of receipt of same and prepares for processing; receives and date stamps of court-related and/or legal documents such as pleadings, motions, real property tax information, traffic tickets, etc.; reviews, verifies, codes and or records required information; enters information into department databases; updates database information; creates new spreadsheets/files; and purges old data as appropriate; makes copies and distributes to appropriate parties and maintains of copies in department manual files; types of letters, reports, summaries and correspondence; prepares folders; maintains files of department correspondence, program records, legal documents, etc.; receives, dates and distributes of incoming mail; prepares of outgoing mail. Performs other related duties as required.

Tasks require the ability to exert moderate physical effort in light to moderate work, typically involving some combination of stooping, kneeling and crouching and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and occasionally heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

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**JOB TITLE:** GIS ANALYST

**DEPARTMENT:** COMMUNITY DEVELOPMENT/GIS

**SALARY:** \$58,973 ANNUALLY

**DATE POSTED:** 07/25/16

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in Civil Engineering, Geography Information Systems, Planning, or related field; supplemented by two (2) years of experience in mapping, Geographic Information Systems, or related field. Experience with ESRI's software suite (ArcGIS, ArcSDE, ArcServer) preferred. Must possess and maintain a valid Georgia driver's license.

**TYPING SPEED: 35 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to perform tasks for Geospatial projects; including analysis, design, and implementation of GIS based solutions to meet departmental and County needs; assists in enterprise database development, design, and management and applications development.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Performs data manipulation and integration in an ArcSDE/SQL database environment; develops web-based interactive maps and applications for County wide implementation; works closely with customers to provide technical guidance in the effective use of GIS systems; assists in a variety of GIS applications and projects including selecting and acquiring the appropriate geospatial data and technology for spatial analyst; performs GIS analysis, modeling, and mapping functions as needed; works with project managers and peers to complete projects and deliverables and meet deadlines; creates Geo processing task and develop python scripts; participates in the complete development Life-cycle process to include requirements, analysis, design, coding, and testing; experience in analysis, design, development, and implementation of application software with .NET Technologies (C#, ASP.NET, Ajax, Java Script); acts as a liaison with the departments and other agencies to define needs and coordinate system integration; manages and creates ArcGIS services; reviews existing and incoming data for currency, accuracy, usefulness, quality, and documentation; provides technical expertise and support to staff in resolving specialized system problems and recommends solutions as needed; ability to think out of the box and propose new processes, applications, or services; must have excellent communication skills; ability to model, manage, analyze, process, project, convert, and display geospatial data (both raster and vector) in various formats. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**REVISED 07/25/16**

## **Read the Job Announcement Carefully.**

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**JOB TITLE:** GIS DATA COORDINATOR

**DEPARTMENT:** COMMUNITY DEVELOPMENT/GIS

**SALARY:** \$58,973 ANNUALLY

**DATE POSTED:** 09/06/16

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in Civil Engineering, Geography, Information Systems, Planning, or related field; supplemented by two (2) years of experience in mapping, Geographic Information Systems (GIS), or related field. Must possess and maintain a valid Georgia driver's license. Experience with ESRI's software suite (ArcGIS, ArcSDE, ArcServer) preferred.

**TYPING SPEED: 30 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to perform tasks for Geospatial projects including analysis, design, and implementation of Geographic Information System (GIS) based solutions to meet departmental and County needs. Assist with enterprise database development, design, management, and applications development and support Tax Mapping functions.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Coordinate Tax Map updates, Zoning/Land-Use updates, and all other GIS map changes. Perform data manipulation and integration in an ArcSDE/SQL database environment. Develop web-based interactive maps and applications for County-wide implementation. Work closely with customers to provide technical guidance in the effective use of GIS systems. Assist in a variety of GIS applications and projects including selecting and acquiring the appropriate geospatial data and technology for spatial analyst. Perform GIS analysis, modeling, and mapping functions as needed. Work with project manager and peers to complete projects and deliverables and meet deadlines. Create Geo-processing task and develop python scripts. Participate in the complete development Life-cycle process which requires analysis, design, coding, and testing. Experience in analysis, design, development, and implementation of application software with .NET Technologies (C#, ASP.NET, Ajax, Java Script). Act as a liaison with the departments and other agencies to define needs and coordinate system integration. Manages and create ArcGIS services. Review existing and incoming data for currency, accuracy, usefulness, quality, and documentation. Provides technical expertise and support to staff in resolving specialized system problems and recommends solutions as needed. Requires PC experience in a Windows environment utilizing Microsoft Office application software such as Word, Excel, Access, PowerPoint, Outlook, and Microsoft Internet Explorer. Requires good organizational and interpersonal skills with the ability to work in a team environment and on multiple concurrent projects. Ability to think out of the box and propose new processes, applications, or services. Ability to interpret and implement data from as-built, plat, survey, or site sketches into standard symbology utilizing ArcGIS. Must have excellent communications skills. Ability to model, manage, analyze, process, project, convert, and display geospatial data (both raster and vector) in various formats. Must be knowledgeable in publicly available geographic data resources. Performs other related duties as required.

Tasks require the ability to exert moderate physical effort in moderate work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE: SENIOR PROGRAM SPECIALIST/CDBG-HOME**

**DEPARTMENT: COMMUNITY DEVELOPMENT/GRANT-CDBG**

**SALARY: \$ 46,000 ANNUALLY**

**DATE POSTED: 11/14/16**

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in City or Regional Planning, Community Development, Business or Public Administration, or related field; supplemented by two (2) years of experience working in grant administration, contract compliance, or analyses of public service agencies. Must possess and maintain a valid Georgia driver's license.

**TYPING SPEED: 45 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to monitor and evaluate activities funded by Housing & Urban Development (HUD) Block grants and other federal, state, local grant programs. Evaluates departmental and community proposals for compliance to federal and state regulations.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Monitors the activities of grants programs which address housing, transportation, community facilities, senior citizens, homelessness, infrastructure, economic development, and other areas of neighborhood concern. Participates in the planning, implementation, and coordination of HOME, Community Development Block Grant (CDBG), and Emergency Solutions Grant (ESG) funded grant activities. Promotes the Community Housing Development Organization (CHDO) program and provides technical assistance to prospective applicants. Coordinates and participates in the development and preparation of grant applications; provides technical assistance to sub-recipients. Analyzes requests for grant funding from non-profit organizations, human & community service agencies, municipalities, and County departments. Reviews the eligibility of Community Housing Development Organizations (CHDOs) and related grant activity. Prepares recommendations for funding proposals. Coordinates the activities of non-profit agencies providing housing services to the County. Develops and maintains working knowledge of regulations, standards, and project procedures. Monitors grant funded projects and services to determine satisfactory performance and compliance with local, state, and federal, codes, ordinances, and regulations. Coordinates service delivery systems with other resource departments/agencies in the County. Prepares and maintains monthly, quarterly, and annual reports as required by local, state, and federally funded grants. Prepares management plan for all grant funded contracts ensuring compliance for grant requirements. Coordinates and prepares contracts for service delivery and other programs and approves invoices for payment. Provides input for new codes, ordinances, and amendments to existing codes and ordinances. Prepares grant agreement between grantor and the County. Processes customer/contractor inquiries, requests, and concerns. Prepares program and budget amendments, agenda items, and public notices. Conducts training workshops for non-profit organizations and construction contractors. Provides technical assistance and code interpretation to citizens, neighborhoods, and the general public. Performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE:** SENIOR PROGRAM SPECIALIST/NSP

**DEPARTMENT:** COMMUNITY DEVELOPMENT

**SALARY:** \$46,000 ANNUALLY

**DATE POSTED:** 01/10/17

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in City or Regional Planning, Community Development, Business or Public Administration, or related field; supplemented by two (2) years of experience working in grant administration, contract compliance, or analyses of public service agencies. Must possess and maintain a valid Georgia driver's license.

**TYPING SPEED: 45 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to plan, implement, and monitor the Housing & Urban Development (HUD) funded Neighborhood Stabilization Program (NSP) that promotes home ownership and stable communities.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Monitors the activities of grants programs which address housing, transportation, community facilities, senior citizens, homelessness, infrastructure, economic development, and other areas of neighborhood concern. Participates in the planning, implementation, and coordination of NSP funded activities. Coordinates and participates in the development of preparation of grant applications; provides technical assistance to sub-recipients. Analyzes requests for grant funding for down payment assistance and other NSP grant activities. Prepares project recommendations to the HUD Manager for funding proposals. Coordinates the activities for non-profit agencies providing housing services to the County. Develops and maintains working knowledge of regulations, standards, and project procedures. Monitors grant funded projects and services to determine satisfactory performance and compliance with local, state, and federal, codes, ordinances, and regulations. Coordinates service delivery systems with other resource departments/agencies in the County. Prepares and maintains monthly, quarterly, and annual reports as required by local, state, and federally funded grants. Prepares management plan for all grant funded contracts ensuring compliance for grant requirements. Coordinates and prepares contracts for service delivery and other programs and approves invoices for payment. Provides input for new codes, ordinances, and amendments to existing codes and ordinances. Ensures that reporting for all NSP projects is documented appropriately to HUD on a continual basis, as required. Develops partnership opportunities to enhance the success of Clayton County NSP. Assists in the creation of marketing and public relations campaigns to educate the community about NSP. Conducts training workshops for homeowners, non-profit organizations, and construction contractors. Provides technical assistance and code interpretation to citizens, neighborhoods, and the general public. Assists in preparing appropriate reports and statistics necessary to convey success to the program as well as to monitor the partner's performance. Performs related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**Read the Job Announcement Carefully.**

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**JOB TITLE: BUILDING INSPECTOR**

**DEPARTMENT: COMMUNITY DEVELOPMENT**

**SALARY: \$ 37,708 ANNUALLY**

**DATE POSTED: 10/26/15**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; Vocational/Technical degree with training emphasis in building construction or building trades preferred; three (3) years previous experience and/or training that includes building construction and/or building inspection. Must possess and maintain a valid State of Georgia contractor's license or a valid ICC (International Code Council) Certification as a Building Inspector. Possession of a Plumbing Inspector, Electrical Inspector, and/or Mechanical Inspector Certification is preferred. Must possess and maintain a valid Georgia driver's license.

**NATURE OF WORK:** The purpose of this classification is to inspect residential, commercial, and industrial buildings and related systems to ensure compliance with applicable building codes, ordinances, plan, and specifications. Work is performed under supervision of the Chief Building Inspector.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Perform structural field inspections of new/existing residential, commercial, and industrial buildings during/after the construction process for compliance with applicable building codes, zoning codes, established specifications, and approved construction plans; assists in interpreting and enforcing the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies, and procedures; initiates any actions necessary to correct deficiencies, variations, or violations; reviews architectural plans, construction documents, and specifications for compliance with codes; approves or rejects proposed plans as appropriate; reviews and approves permit applications; determines whether construction work passes or fails inspections; i assist staff members with code review activities; gathers information and evidence for prosecution of violators; represents the County in court as needed; maintains an awareness of new materials, devices, products, and construction methods; reads professional literature; maintains professional affiliations; attend workshops and training sessions as appropriate. Performs other related duties as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some task require the ability to perceive and discriminate colors of shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 07/20/16**

## **Read the Job Announcement Carefully.**

**Please ensure minimum requirements are met before submitting the application. Answer all questions completely and accurately on the employment application. Failure to complete the entire application may result in disqualification or rejection.**

**JOB TITLE: BUSINESS LICENSE INSPECTOR**

**DEPARTMENT: COMMUNITY DEVELOPMENT**

**SALARY: \$30,911 ANNUALLY**

**DATE POSTED: 12/12/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; supplemented by two (2) years previous experience and/or training in a related field of code enforcement inspections. Must possess and maintain a valid Georgia driver's license.

**TYPING SPEED: 45 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to inspect new and existing businesses for proper occupational tax certification, identify violations, issue citations to violators, ensure compliance with applicable County ordinances, assist with updating business addresses, and to assist processing Permits/ Business applications.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Visits new/existing commercial locations within jurisdiction; monitors territory on a daily basis to identify new or closed businesses; verifies whether businesses are properly registered; ensures business location is consistent with zoning; meets on site with new business owners to ensure owner has obtained an occupational tax certificate; directs business owners to the Permits/Business Office for further assistance in obtaining a certificate; updates computer database daily to reflect business inspected; classifies business based on standard industrial classification codes; issues legal notices or citations to unregistered businesses; appears in court and represents Clayton County in cases against businesses in noncompliance with county ordinances; provides information and assistance related to occupational tax certificate, renewals, codes, procedures, fees, forms or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution; interprets/ applies county occupational tax certificate codes, standard industrial classification codes; applies established registration procedures, or other applicable codes to ensure proper issuance of occupational tax certificate; prepares or completes various forms, reports, correspondence, occupational tax certificate applications, daily inspection reports, legal notices, court citations, or other documents; performs data entry functions by inputting data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections; utilizes word processing, database, occupational tax certificate management, or other software; operates motor vehicle to conduct work activities. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: PLUMBING INSPECTOR**

**DEPARTMENT: COMMUNITY DEVELOPMENT**

**SALARY: \$37,708 ANNUALLY**

**DATE POSTED: 01/11/16**

**MUST MEET MINIMUM REQUIREMENTS:** Vocational/Technical degree with training emphasis in plumbing; supplemented by three (3) years previous experience and/or training that includes plumbing system installation/maintenance, plumbing system inspection, and building construction. Must possess and maintain a valid State Plumbing License or ICC (International Code Council) Certification as a Plumbing Inspector. Possession of a Building Inspector, Electrical Inspector, and/or Mechanical Inspector certification is preferred. Must possess and maintain a valid Georgia driver's license.

**NATURE OF WORK:** The purpose of this classification is to perform plumbing inspections of industrial, commercial, and residential properties to ensure compliance with applicable codes and standards. Work is performed under supervision of the Assistant Director, Community Development.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Conducts field inspections of plumbing systems of new/existing industrial, commercial, and residential structures during/after the construction process for conformance with applicable codes; inspecting plumbing systems, drainage systems, materials, pipes, fixtures, workmanship, and other components; determines acceptability of materials and equipment used in plumbing installations; assists fire marshal in conducts safety inspections; conducting final plumbing inspections and follow-up inspections as needed; inspects plumbing on slabs and rough-in of plumbing systems; determines whether plumbing systems pass or fail inspections; assists in interpreting and enforcing the provision of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deficiencies, variations, or violations; reviewing construction plans and specifications of proposed construction for conformance with codes; providing information and technical assistance concerning plumbing codes, technical requirements, and necessary changes; planning daily inspection route to ensure completion of all scheduled inspections; coordinates inspection activities with other departments, property owners, contractors, plumbers, other inspectors, or other individuals; reviewing current and proposed plumbing codes and other applicable codes; making recommendations for changes; operating a computer to enter, retrieve, review, or modify data. Performs other related duties.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 07/20/16**

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**JOB TITLE: CREW WORKER I**

**DEPARTMENT: CORRECTIONS DEPT/REFUSE CONTROL**

**SALARY: \$21,830 ANNUALLY**

**DATE POSTED: 08/15/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED preferred; five (5) months of experience performing manual labor using hand and power tools preferred.

**NATURE OF WORK:** The purpose of this classification is to perform manual and unskilled work as part of a crew engaged in Refuse Control projects. Work is physical in nature and under the direct supervision of a crew leader or supervisor.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Maintain and repair County streets, curbs, sidewalks and right of way through manual labor and the use of varied hand and power tools and equipment. Duties include flagging traffic, shoveling gravel, cleaning ditches, mixing and pouring concrete, laying asphalt, mowing and landscaping, etc.; uses a variety of hand and power tools and equipment to perform assigned duties, including rakes, shovels, chain saws, chippers, mowers, weed eaters, air compressors, jack hammers, etc.; cleans in and around work/job sites; picks up and removes debris; picks up and transports materials, tools and supplies; and cleans and washes equipment and tools. Performs other related duties as required.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling and that generally involves lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations or traffic hazards.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE:** CREW WORKER III

**DEPARTMENT:** COUNTY PRISON/REFUSE CONTROL

**SALARY:** \$24,111 ANNUALLY

**DATE POSTED:** 01/10/17

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED preferred; five (5) months of experience performing manual labor and using hand and power tools. Must possess and maintain a valid Georgia driver's license. Hours are 8:00 a.m. to 4:00 p.m.

**NATURE OF WORK:** The purpose of this classification is to perform manual and semi-skilled work as part of a crew engaged in construction and maintenance public work and/or refuse systems. Work is physical in nature but require some skill in the operation of equipment and knowledge of maintenance practices and techniques. Work is physical in nature and under the direct supervision of a crew leader or supervisor.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Performs manual labor and semi-skilled work in the maintenance and repair of streets, curbs, sidewalks, right of way, and/or water and sewer lines; duties include flagging traffic, shoveling gravel, cleaning ditches, laying asphalt, patching potholes, repairing guard rails, installing pipes, mowing, etc.; uses a variety of hand and power tools and automotive equipment to perform assigned duties, including rakes, shovels, chain saws, chippers, mowers, weed eaters, compressors, jack hammers, rollers, tractors, bobcats, etc.; and drives trucks to haul materials and equipment to and from job sites; cuts trees, brush and right of ways; picks up litter and debris from streets and right of way; cleans ditches and drains; picks up leaves; and performs landscaping duties such as mowing grass and spreading mulch; loads and unloads materials and supplies needed to perform work; hauls gravel and other materials, and removes debris; assists with supervising and monitoring inmates as assigned; picks up and transports materials, tools and supplies; and cleans and washes equipment and tools. Performs other related duties as required.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and material (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE:** GRASS CUTTING CREW LEADER  
**DEPARTMENT:** CORRECTIONS DEPARTMENT/REFUSE  
**SALARY:** \$ 34,141 ANNUALLY

**DATE POSTED:** 05/23/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED preferred; three (3) years of experience operating equipment and performing maintenance and construction work preferred. Must possess and maintain a valid Georgia driver's license. May be required to be certified by the criminal justice department to supervise inmates.

**NATURE OF WORK:** The purpose of this classification is to lead the work of assigned crews performing manual labor, maintenance and construction work or the purpose of maintaining and repairing County street, curbs, sidewalks, Right of way, and/or water and sewer lines. Assigns work; supervises site operations; and endures work is performed in a safe and efficient manner and results in quality work products. Employees in this class functions as working supervisors and engage in the activities being performed by subordinates.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Plans, coordinates and supervises daily operations and work of assigned work crews engaged in public works maintenance and construction projects; plans daily operations; assigns work to crew members; obtains and issues necessary materials, equipment and supplies; transport crews, equipment and materials to site; provides direction and instructions to crews; reviews and evaluates work in progress; and ensures work adheres to safety practices and project specifications/standards; engage in equipment operation and the work of subordinate staff as project scope, staffing levels, and workload dictate; performs varied equipment operation and skilled work for the purpose of maintaining and repairing County streets, curbs, sidewalks, right of way, and/or water and sewer lines; directs traffic and places traffic devices around project/work site to ensure safety of crew and the traveling public; perform preventive maintenance and minor repairs on tools, equipment and vehicles. Performs other related duties as required.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling and that generally involves lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations or traffic hazards.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 07/20/16**

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**Please ensure minimum requirements are met before submitting the application. Answer all questions completely and accurately on the employment application. Failure to complete the entire application may result in disqualification or rejection.**

**JOB TITLE: OFFICE ASSISTANT**

**DEPARTMENT: CORRECTIONS DEPARTMENT/REFUSE**

**SALARY: \$21,830 ANNUALLY**

**DATE POSTED: 12/19/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED, five (5) months of clerical and/or customer service experience.

**TYPING SPEED: 45 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to provide routine clerical support and back up to the front office and janitorial supervisors for the Refuse Control Division of the Clayton County Corrections Department. Work involves assisting callers, customers and/or guests; receiving and processing routine forms and payments; performing data entry, ordering janitorial supplies, and maintaining records for the Forced Clean Project.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Answers Refuse Control telephones; provides general information to the public about Refuse Control and the County; greets and assists customers and guests; receives debris pick up orders from customers; process customer payments received by mail, walk in and by phone; completes routine forms for debris pick up; files completed documents; assists in processing incoming and outgoing mail; distributes work orders and faxes; operates computer, photocopier and fax machine; assist in preparing special reports such as daily intake reports and monthly activity reports; provides clerical back up support for community service and payroll records; orders janitorial supplies for County offices; prepares and maintains records of all janitorial needs and expenses; provides clerical support for janitorial supervisors; provides clerical support for department supervisors on the Forced Clean Project; maintains records of properties to be cleaned and properties that have been cleaned. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE:** CASE MANAGER/CHILD SUPPORT

**DEPARTMENT:** DISTRICT ATTORNEY/CHILD SUPPORT

**SALARY:** \$32,486 ANNUALLY

**DATE POSTED:** 01/30/17

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; Associate's degree with course work emphasis in paralegal work and civil and criminal procedures preferred; supplemented by three (3) years previous experience and/or training that includes customer service and working in a child support enforcement and/or legal environment preferred. Must possess and maintain a valid Georgia driver's license.

**TYPING SPEED: 45 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to locate absent parents, to establish paternity, to establish and enforce child support and medical insurance, to register foreign support orders and to review and modify court-ordered child support.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Initiates locate efforts through a variety of sources and networks; interviewing custodial parent by office appointment or telephone to obtain additional locate information; prepares and sends a Uniform Interstate Family Support Act application to custodial parent; writes custodial parents for additional information needed to proceed with interstate child support cases; reviews existing court orders to determine order validity, continues exclusive jurisdiction, computation of arrears and course of legal action; reviews applications to determine the course of action, sufficiency of information provided and requirements of the responding state to process the case; prepares interstate child support petition/transmittal for filing in the responding state; schedules appointment with the custodial parent to sign and have notarized the prepared petition and to review petition and explain the process and program guidelines; monitors progress of case in accordance with federal time frames and guidelines; prepares and coordinates and distributes child support court calendars for four Superior Court Judges; reviews court cases and assembling payment records, case activity logs, absent parent questionnaires, and other legal documents required for court hearings; attends weekly court hearings and negotiating appropriate dispositions; performs office interview/negotiations with non-custodial parents and attorneys; researches, composes and initiates support orders, contempt citations, bench warrants income deduction orders, motions, continuances, interrogatories, pleadings and related legal documents; responds in a timely manner to correspondence from responding states and clients by telephone, letter or facsimile; coordinates paternity testing when necessary; evaluates newly created court orders from responding jurisdictions and inputs the obligation on the state computer system and in-house system and disburses copies; monitors payments on cases and if no payment has been received, documents all actions on computer; keeps custodial parent updated on case status; researches and corrects all money distribution problems and account balances when in error; establishes new accounts on the state and in-house computer systems; attends necessary state training classes and seminars; assists with annual audit of child support cases within the office. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until Friday, February 10, 2017.**

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## **Read the Job Announcement Carefully.**

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**JOB TITLE:** VICTIM ADVOCATE (PART TIME)

**DEPARTMENT:** DISTRICT ATTORNEY'S OFFICE/VICTIM WITNESS ASSISTANCE

**SALARY:** \$ 14.03 HOURLY (GRANT FUNDED)

**DATE POSTED:** 01/30/17

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED with preference given to a Bachelor's degree in social work, psychology, sociology, criminal justice, or related field; supplemented with some experience in community services or advocacy work preferred; some knowledge of community resources, criminal justice processes, and clerical/administrative experience helpful. Hours are Monday-Thursday 8:00 a.m.-4:00 p.m.

**NATURE OF WORK:** The purpose of this classification is to perform responsible, administrative, and advocacy work in the District Attorney's Victim Witness Assistance Program to ensure victims of felony crimes are treated with respect and dignity, that they are notified of their right, and that they receive emotional support throughout the criminal justice process. Work is often performed under stressful conditions and involves timely attention to victim needs, and work is performed under the general supervision of the District Attorney with direct supervision by the Victim Assistance Coordinator and Victim Assistance Program Manager/Therapist.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Assists victims during the criminal justice process; provides victim with information and education victims about the criminal justice process; provides telephone and face-to-face advocacy to victims and their family members; makes follow-up contacts with these victims by mail and/or telephone; read court calendars and contact victims with case status; talks with investigators and prosecutors about cases and provides information and advocacy concerning case status; notifies victims by mail or by telephone of hearings, procedures, and dispositions regarding their cases; assists victims following case disposition when needed or requested; distributes information mail-outs to victims regarding available program services and victim's rights as described by the Crime Victim's Bill of Rights; provides information, advocacy, and assistance to clients in completing Victim Impact Statements, Victim Compensation Applications, applications for Temporary Protective Orders as necessary; provides assistance with requesting notification from for the local Sheriff's Department, Board of Pardons, and Paroles, and the Department of Corrections as necessary; provides creditor, landlord, and employer intervention as necessary; attends hearings with victims for emotional support such as preliminary hearings, bond hearings, and other hearings as needed; attends training seminars to keep abreast of current trends in victim assistance; attends community meetings related to victim assistance upon request; prepares letters and correspondences; documents contacts with victims/witnesses to other staff members when appropriate; adheres to program policies and procedures; acts as team player. Performs related work duties as necessary.

Tasks requires the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard, on the telephone, or work station.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: VICTIM ASSISTANCE COORDINATOR SENIOR**

**DEPARTMENT: DISTRICT ATTORNEY'S OFFICE**

**SALARY: \$37,708 ANNUALLY**

**DATE POSTED: 01/30/17**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED with preference given to applicants with an associates degree or higher; one (1) year previous experience and/or training that includes crisis interventions and working with the legal system. Special consideration given to bi-lingual English and Spanish skills. Hours are Monday-Friday 8:00 a.m.-5:00 p.m.

**NATURE OF WORK:** The purpose of this classification is to ensure that victims of felony crimes are treated with respect and dignity and that they are notified of their rights and that they receive emotional support throughout the criminal justice process, and to serve as a liaison between the victim and the investigators and prosecutors in the District Attorney's Office. This position is in the District Attorney's Victim Assistance Program requiring advocacy work and the delivery of program services to victims of felony crimes. Work is often performed under stressful conditions and involves timely attention to victim needs. Duties are performed under the general supervision of the District Attorney with direct supervision by the Victim Assistance Program Manager.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDES:** Assists victims during the criminal justice process; educates victims about the criminal process; develops and implements courtroom orientations with victims, particularly children; assists victims in completing Victim Impact Statements and Victim Compensation Applications; attend hearings with victims for emotional support; bond, grand jury, trial, etc.; talks to investigator and prosecutors about cases; assists investigators and prosecutors with interviews; serves as liaison between victims, investigators, and Assistant District Attorneys; provides telephone advocacy, face-to-face advocacy, and crisis intervention to victims and their family members; provides information and advocacy concerning case status; makes follow-up contacts with victims via telephone or mail; provides referrals to community resources; manages case loads and maintains records with regards to case loads; keep abreast of current trends in victim assistance through attending training; makes presentations to organizations, clubs, and agencies; speaks at VWAP training; assist in processing employee concerns and problems; develops program policies and guidelines; assists victims following case disposition; assist with compiling statistics on victims served by type of crime and by demographics; provides assistance, information, and advocacy to victims and their family members regarding requesting notification from Sheriff's Department, Board of Pardons and Paroles, and the Department of Corrections; distribute program evaluation surveys; opens and distributes mail; adhere to program policies and procedures; answers telephone. Performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

*Clayton County, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Read the Job Announcement Carefully.**

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**JOB TITLE:** ELECTIONS & REGISTRATION OFFICIAL

**DEPARTMENT:** ELECTIONS & REGISTRATION

**SALARY:** \$27,987 ANNUALLY

**DATE POSTED:** 01/30/17

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; supplemented by one (1) year previous experience and/or training in voter registration and elections process, preferred. Must have computer skills and be proficient in Windows.

**TYPING SPEED: 36 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to maintain a complete and accurate record of all eligible voters in the County with each person voting in the correct precinct and for their correct representative, and to hold absentee balloting prior to all elections.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Processes voter registration applications; enters data into computer; searches records to determine eligibility of voters; maintains voter records; files registration cards and records accurately; solves elections and registration problems; assist in the absentee and advance voting process; verifies voter's signature; prepares paperwork and forms used for mail outs and in office voting; checks daily reports to determine the status of ballots; assists in creating new precincts when they become too large requiring the ability to understand maps deal with street index, and use plats from Planning & Zoning to assign voters to proper precincts; assembles voter lists and other materials needed from this office for use at the polls during an election; transmits orders to Department of Information & Technology for voter lists, labels, and CDs ordered by candidates; maintains computer lists of Deputy Registrars; assists with distributing, receiving, and processing all Campaign Contribution and Financial Disclosure reports from candidates during an election year and from all elected officials during a non-election year; assists in conducting poll worker training classes when needed; creates sample ballots for candidates, precincts, and public distribution; types invoices, correspondence, and various documents; issues receipts. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until Friday, February 3, 2017.**

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**Read the Job Announcement Carefully.**

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**QUESTIONNAIRE MUST BE COMPLETED**

**JOB TITLE:** FINANCE BUDGET & SPECIAL PROJECT MANAGER

**DEPARTMENT:** FINANCE

**SALARY:** \$ 71,941 ANNUALLY

**DATE POSTED:** 12/15/14

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in Accounting, Finance, or closely related field; supplemented by six (6) years previous experience and/or training that includes financial management, governmental/CPA accounting, budget preparation, financial analysis, and project management.

**NATURE OF WORK:** The purpose of this classification is to manage the research, planning and development of major county-wide departmental projects, programs or studies, which may include assisting county departments with financial and accounting functions.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Serves as project leader for various county-wide or departmental projects and programs; reviews a macro need or procedure in the county and discusses with involved entities alternate ways to complete the task more efficiently, such as an outstanding of services; prepares complex financial statements and reports for various committees and Boards of Directors; prepares monthly, quarterly, and annual financial reports to the various requesting boards; presents findings of reports in a member easily understood by various individuals; supervises and consults with various department managers and elected officials in the preparation and submission of annual budget appropriation requests; meets individually with each department head or elected official to assist in identifying/planning projected needs/changes and to ensure accurate reflection of needs in the budget process; reviews departmental equipment needs, personnel needs, and training issues; makes recommendations on procedural changes to increase department efficiency; reviews department purchase order requisitions for availability of funds; approves as appropriate and forwards requisitions to purchasing department after budgetary review; discuss alternative course of actions with department managers when funds are available; approves purchase orders after pricing of commodity; prepares monthly sales and use tax reports for payment of fuel sales taxes to State Department of Revenue; prepares general ledger journal entries to account for tax payments; reviews federal, state, and county codes to ensure county compliance with respective laws and regulations; consults with outside auditors during the audit process; assists in the development of computer software and procedures for various county systems; meets with computer programmers and county personnel on development of accounting software for county systems, such as the airport's automated cash receipt system; maintains a comprehensive, current knowledge of applicable laws/regulations; maintains as awareness of trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops, training sessions, seminars, and professional meetings as appropriate. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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*Please answer the following questions.*

**1. List all graduate/undergraduate Accounting Courses you have completed.**

**2. List all graduate/undergraduate Finance Courses you have completed.**

**3. Describe your knowledge and/or experience in the following areas:**

**a. Internal Controls**

**b. Establishing Accounting Systems**

**c. Accounts Receivable Collections**

d. **Accounts Payable Functions**

e. **Payroll Functions**

f. **Fixed Asset Inventory Systems**

g. **General Ledger Functions including:**

i. **Creation of Accounts**

ii. **Reconciliation of Accounts**

iii. **Journal Entries**

iv. **Closing Entries and Post Closing Entries**

v. **Statistical Reports**

vi. **Development of Operating Procedures**

vii. **Preparation of Financial Reports**

viii. **Reviewing Computer Enhancements to Accounting Software**

ix. **Reconciliation of Bank Statements**

x. **Managerial or Supervisory Experience**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Read the Job Announcement Carefully.

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JOB TITLE: FIREFIGHTER EMT

DEPARTMENT: FIRE & EMERGENCY SERVICES

SALARY: \$40,626 ANNUALLY

DATE POSTED: 05/19/15

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED. Must have current State of Georgia EMT I (85) or Advanced EMT License or be currently registered with the National Registry of Emergency Medical Technicians as an Advanced EMT. Must possess and maintain a valid Georgia driver's license and/or Georgia Commercial Driver's License (CDL) including appropriate level/endorsement(s). Must meet all requirements and certifications. Must be at least 18 years of age. Must be a US Citizen or possess resident status. Must obtain and maintain additional certifications, such as, State of Georgia Firefighter I & II, Hazardous Materials Operations, Cardiopulmonary Resuscitation (CPR) certification, and any others specific to assignment within eighteen (18) months of employment.

**NATURE OF WORK:** The purpose of this classification is to perform technical and specialized work functions associated with preparing for and responding to fire, rescue, and disaster emergency calls, with protecting life and property, with supporting fire safety, prevention, and equipment maintenance activities.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Enforces all County Fire codes, ordinances as well as fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by superior officer. Drives fire apparatus, emergency, and/or other fire vehicles to transport emergency/fire personnel and equipment to/from incident scene as necessary from any station. Maintains current knowledge of metro area and County geography/streets; selects most efficient route; utilizes warning lights and siren to alert traffic. Responds to emergency calls involving fires, hazardous materials, and vehicle accidents with a company; evaluates scene upon arrival; may direct traffic and control crowds. Provides control of fire situation including suppression and extinguishment, forcible entry, ventilation, search and rescue of victims, salvage and overhaul. Assists with fire cause and determination; recognizes and preserves evidence of arson. Selects and properly operates fire service tools and equipment including fire hoses, nozzles, appliances, and the components of sprinkler and standpipe systems; strategically positions fire apparatus; monitors controls and gauges. Locates water source; lays and connects hose, acts as nozzle or backup person in the direction of water streams, uses chemical fire extinguishers, and raises and climbs ladders. Performs other related duties as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying pushing and/or pulling and the completion of the Combat Challenge. The Combat Challenge consists of five (5) timed events that must be completed without stopping:

- Event (1) - Stair Climb - the employee will carry a 42 pound high-rise pack up a six (6) story tower;
- Event (2) - Hose Hoist - the employee will, with the assistance of a 5/8" Kern-mantle rope, hoist a 45 pound donut roll to the top of the tower and over the rail;
- Event (3) - Forcible Entry - next the employee will descend the tower touching every steps and using a 9 pound shot mallet to move a 160 pound beam five (5) feet on the Keiser Forcible Entry simulator;
- Event (4) - Hose Advance - the employee will then walk or run the 140 foot zigzag course, pick up the nozzle of a charged 1 3/4 hose line, and advance it 75 feet through the hinged doors; and opening the nozzle knock down the target;
- Event (5) - Victim Rescue - finally move to the victim rescue station and pick up the 175 pounds Rescue Randy and drag him 100 feet to the finish line. The clock stops when the employee and the mannequin have both crossed the finished line.

Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 09/12/16**

## Read the Job Announcement Carefully.

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**JOB TITLE:** FIREFIGHTER PARAMEDIC

**DEPARTMENT:** FIRE & EMERGENCY SERVICES

**SALARY:** \$47,157 ANNUALLY

**DATE POSTED:** 05/13/15

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED. Must have current State of Georgia Paramedic License or be currently registered with the National Registry of Emergency Medical Technicians as a Paramedic. Must possess and maintain a valid Georgia driver's license and/or Georgia Commercial Driver's License (CDL) including appropriate level/endorsement(s). Must meet all requirements and certifications. Must be at least 18 years of age. Must be a US Citizen or possess resident status. Must obtain and maintain additional certifications, such as State of Georgia Firefighter I & II, Hazardous Materials Operations, Cardiopulmonary Resuscitation (CPR) certification, Advanced Cardiac Life Support (ACLS), and any others specific to assignment within eighteen (18) months of employment.

**NATURE OF WORK:** The purpose of this classification is to perform technical and specialized work functions associated with preparing for and responding to fire, rescue, and disaster emergency calls, with protecting life and property, with supporting fire safety, prevention and equipment maintenance tasks, and with providing advanced emergency medical treatment activities.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Enforces all County Fire codes, ordinances as well as fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by superior officer. Drives emergency and/or other fire vehicles to transport emergency/fire personnel and equipment to/from incident scene as necessary from any station. Maintains current knowledge of metro area and County geography/streets; selects most efficient route; utilizes warning lights and siren to alert traffic. Responds to emergency calls involving fires, hazardous materials, and vehicle accidents with a company; evaluates scene upon arrival; may direct traffic and control crowds. Provides control of fire situation including suppression and extinguishment, forcible entry, ventilation, search and rescue of victims, salvage and overhaul. Assists with fire cause and origin determination; recognizes and preserves evidence of arson. Selects and properly operates fire service tools and equipment including fire hoses, nozzles, appliances, and the components of sprinkler and standpipe systems; strategically positions fire apparatus; monitors controls and gauges. Locates water source; lays and connects hose, acts as nozzle or backup person in the direction of water streams, uses chemical fire extinguishers, and raises and climbs ladders. Performs other related duties as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying pushing and/or pulling and the completion of the Combat Challenge. The Combat Challenge consists of five (5) timed events that must be completed without stopping:

- Event (1) - Stair Climb - the employee will carry a 42 pound high-rise pack up a six (6) story tower;
- Event (2) - Hose Hoist - the employee will, with the assistance of a 5/8" Kern-mantle rope, hoist a 45 pound donut roll to the top of the tower and over the rail;
- Event (3) - Forcible Entry - next the employee will descend the tower touching every steps and using a 9 pound shot mallet to move a 160 pound beam five (5) feet on the Keiser Forcible Entry simulator;
- Event (4) - Hose Advance - the employee will then walk or run the 140 foot zigzag course, pick up the nozzle of a charged 1 3/4 hose line, and advance it 75 feet through the hinged doors; and opening the nozzle knock down the target;
- Event (5) - Victim Rescue - finally move to the victim rescue station and pick up the 175 pounds Rescue Randy and drag him 100 feet to the finish line. The clock stops when the employee and the mannequin have both crossed the finished line.

Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**REVISED 09/12/16**

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**JOB TITLE: FIREFIGHTER RECRUIT**

**DEPARTMENT: FIRE & EMERGENCY SERVICES**

**SALARY: \$ 38,657 ANNUALLY**

**DATE POSTED: 01/23/17**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; supplemented by little or no previous experience or training. Must possess a valid Georgia driver's license. Must be at least 18 years of age. Must be a US Citizen or possess resident status. Must attain and maintain valid State of Georgia Firefighter I & II, Advanced Emergency Medical Technician, Hazardous Materials Operations, and Cardiopulmonary Resuscitation (CPR) certifications within the first eighteen (18) months of employment. May be required to attain and maintain additional certifications specific to assignment.

**NATURE OF WORK:** The purpose of this classification is to learn during a structured training period and to perform technical and specialized work functions associated with preparing for and responding to fire, rescue, and disaster emergency calls, with protecting life and property, and with supporting fire safety, prevention, and equipment maintenance activities. Employees in this classification will serve an eighteen (18) month probation period.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Enforces all County Fire codes, ordinances as well as fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by superior officer. Participates in Fire and Emergency Medical Training Programs to develop and maintain competency and proficiency in Fire Suppression and Prevention Procedures and Techniques, basic first aid, and lifesaving techniques; participates in drills, simulation scenarios and on-the-job activities. Studies metro area and County geography to learn location of streets and addresses, hydrants, standpipes, and physical features of property within a district. Responds to emergency calls involving fires, hazardous materials, and vehicle accidents with a company; evaluates scene upon arrival; may direct traffic and control crowds. Provides control of fire situation including suppression and extinguishment, forcible entry, ventilation, search and rescue of victims, salvage, and overhaul. Assists with fire cause and determination; recognizes and preserves evidence of arson. Selects and properly operates fire service tools and equipment including fire hoses, nozzles, appliances, and the components of sprinkler and standpipe systems. Locates water source; lays and connects hose, acts as nozzle or backup person in the direction of water streams, uses chemical fire extinguishers, and raises and climbs ladders. Performs other related duties as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying pushing and/or pulling and the completion of the Combat Challenge. The Combat Challenge consists of five (5) timed events that must be completed without stopping:

- Event (1) - Stair Climb - the employee will carry a 42 pound high-rise pack up a six (6) story tower;
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- Event (5) - Victim Rescue - finally move to the victim rescue station and pick up the 175 pounds Rescue Randy and drag him 100 feet to the finish line. The clock stops when the employee and the mannequin have both crossed the finished line.

Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE:** COMMUNITY CARE PRACTITIONER (Non-Physician)

**DEPARTMENT:** FIRE EMERGENCY MEDICAL SERVICES

**SALARY:** \$94,552 ANNUALLY

**DATE POSTED:** 09/28/15

**MUST MEET MINIMUM REQUIREMENTS:** Master's degree in Nursing. Must possess and maintain a Georgia License as a Registered Professional Nurse (RN) and certification as a Nurse Practitioner (NP)/Advanced Practice Registered Nurse (APRN) with the Georgia Board of Nursing; *OR* Bachelor's degree required, with a Master's degree preferred, from the successful completion of a Physician Assistant (PA) Program from an accredited college or university. Must possess and maintain a Physician Assistant Certification (PA-C) by passing the Physician Assistant National Certifying Exam administered by the National Commission on Certification of Physician Assistants (NCCPA). Must be a US Citizen or resident status and must possess and maintain a valid Georgia driver's license. Must possess and maintain all required State of Georgia certifications and/or licensures. Must qualify for the Centers for Medicare & Medicaid Services National Provider Identifier (CMS NPI) Standard. Must possess and maintain the basic Cardiopulmonary Resuscitation (CPR) and the Advanced Cardiovascular Life Support (ACLS) certifications. Must be able and willing to provide service in the home and in a non-clinic environment. Emergency Room (ER) experience preferred. May be required to attain and maintain additional certifications specific to assigned unit.

**NATURE OF WORK:** The purpose of this classification is to provide scheduled and unscheduled direct patient care in a mobile environment, to perform technical and specialized work functions associated with providing professional, independent medical care to non emergent and emergent patients, will work collaboratively with other members of the healthcare team to provide assessment, diagnosis, and treatment of individuals of all age groups with acute or sub-acute injuries or illnesses. Provides assessment and treatment within scope of practice and reports to The Department Medical Director concerning clinical care matters. Reports to the Fire/Chief Operating Officer concerning matters of employment, programs, and/or department goals/protocols.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Delivers a high quality frontline mobile integrated healthcare services including but not limited to scheduled and unscheduled in home visits, acute care, health risk assessments, transitional care, longitudinal high risk patient management, advanced injury and illness management, adjunctive care for home health, hospice, and primary care services. Provides a comprehensive physical examination and assessment and consults with the physician as needed to develop the treatment plan and/or implementing physician directives. Orders laboratory, radiology, and other diagnostic testing as appropriate and within scope of practice and/or with physician consultation. Interprets diagnostic test results for deviations from normal. Obtains, compiles, and records patient medical data, including health history, progress notes and results of physical examination. Prescribe medication as approved by The Department Medical Director. Responsible for accurately coding all encounters and procedures in accordance with Medicare Rules and Regulations. May facilitate referrals of patients to other medical providers, medical facilities, or other health/social service agencies when appropriate as per the delegation of the supervising physician. In a life threatening emergency situation, when the supervising physician is not present, the Community Care Practitioner may initiate the appropriate evaluation and treatment. Performs other related duties as required.

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, lifting, carrying, and pushing. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**Read the Job Announcement Carefully.**

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**JOB TITLE: DESKTOP SUPPORT SPECIALIST**

**DEPARTMENT: INFORMATION TECHNOLOGY**

**SALARY: \$ 32,486 ANNUALLY**

**DATE POSTED: 01/30/17**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED with one (1) year of level course work or vocational training in computers or telecommunications; one (1) year previous experience and/or training in computer network installation, administration, or maintenance support activity. Must possess and maintain a valid Georgia driver's license. Must provide and maintain a personal vehicle to use for official County business which may include after-hour return trips.

**NATURE OF WORK:** The purpose of this classification is to provide technical support to all county offices relating to network and telecommunications systems, maintenance of personal computers, telecommunications systems, and network connectivity; including software, hardware and training.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Diagnoses/repairs problems related to personal computers, terminals, thin clients, printers, and other peripherals; troubleshoots connectivity problems to the Ethernet switched network; install, repairs, and maintains telecommunications systems and computer network cabling and termination, multimedia cabling and termination, and various electronic devices associated with telecommunications systems; installs and maintains VoIP and other telephones sets, telephone media, elevator emergency telephones, audible and signaling devices; tests and inspects parts and equipment for serviceability, proper operations, and compliance with departmental standards and reports problem situations as they arise; maintains inventory of equipment, supplies, and parts; maintains an awareness of new products, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate. Performs other related duties as required.

Tasks require the ability to exert very moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, and crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and material of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE: JUVENILE COURT INTERNSHIP**

**DEPARTMENT: JUVENILE COURT**

**SALARY: \$ 12.40 HOURLY**

**DATE POSTED: 12/12/16**

**MUST MEET MINIMUM REQUIREMENTS:** College student in the 3<sup>rd</sup> or 4<sup>th</sup> year of a bachelor's program in criminal justice, psychology, sociology, education, or a closely related field; six (6) months experience working with youth preferred. Must possess and maintain a valid Georgia driver's license. May be required to work up to 25 flexible hours per week.

**NATURE OF WORK:** The purpose of this classification is to supervise and assist any child under the court's jurisdiction and to make investigations, reports, and recommendations to the court over dependent children or a child who is alleged to have committed a delinquent, unruly and/or traffic offense.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Performs intake duties; assesses cases for appropriate charges; makes detention decisions; asses dependency cases; explains charges and rights to child and family; prepares and processes intake paperwork; assesses child for services; files complaints/petitions on juveniles who have violated their court order; prepares and files reports; conducts case management; prepares, copies, and files; makes appropriate referrals to private or public agencies; communicates with police, school personnel, agencies, and medical personnel; contacts victims of felony crimes and/or injury/property loss-related misdemeanors; handles and/or gathers all pertinent information for cases. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects/materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally. Performance of essential functions may require exposure to adverse environmental conditions, such as odors, temperature and noise extremes, traffic hazards, violence or disease.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**Read the Job Announcement Carefully.**

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**JOB TITLE: LIBRARY AIDE (PART TIME)**

**DEPARTMENT: LIBRARY – HEADQUARTERS**

**SALARY: \$ 7.76 HOURLY**

**DATE POSTED: 11/28/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED preferred; experience in public/customer service preferred. May be required to work 10 hours per week on Saturdays and Sundays.

**NATURE OF WORK:** The purpose of this classification is to maintain the order of the library shelves.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Shelves all library materials; ensures materials are put in proper order; checks newspapers periodicals as they are received, and displays them for patrons; moves library materials, equipment and furniture; empties book drop; loads and unloads book cart; fills out time sheets daily; checks shelves for the 14 day/21 day lists; checks overdue books; assists patrons in finding materials; answers general questions; cleans tables; assists in setting up for special programs. Performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, texture, and visual cues or signals. Some tasks require the ability to communicate orally. Performance of essential functions may require exposure to adverse environmental conditions such as dust, pollen, odors, or noise extremes.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE:** LIBRARY YOUTH SERVICES ASSISTANT(PART TIME)

**DEPARTMENT:** LIBRARY – HEADQUARTERS

**SALARY:** \$ 8.56 HOURLY

**DATE POSTED:** 10/24/16

**MUST MEET MINIMUM QUALIFICATIONS:** High school diploma or GED; some college level course work is preferred. Knowledge of children’s literature and child development, experience in one or more of the following: puppetry, public speaking, storytelling, children’s programming, or lesson planning is required. Experience working directly with children is required. Experience with music or singing is desirable. May be required to work 15 hours per week, day/evening, alternate Saturdays, & occasional Sunday afternoons. May be required to provide verification of current TB test if required by child care centers being visited. Reliable personal transportation is required.

**NATURE OF WORK:** The purpose of this classification is community outreach work of moderate difficulty scheduling, planning, and presenting children’s programs in the Clayton community served by the Clayton County Library System. A professional librarian supervises this position. Majority of work shift will be offsite from the library, but daily “clocking” in and out at library is required; some preparation and report generation time at the library.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Designs and presents developmentally appropriate, interactive children’s programs for infants through age 10 at County child care centers and other locations serving local children. Uses time-management and organizational skills to schedule visits and present programs at offsite locations. Schedules multiple classrooms per location or arranges to visit more than one center per work shift. Demonstrates public presentation skills that are creative, energetic, developmentally appropriate, and appealing to children. Incorporates “dialogic questioning,” or “hear and say” practices in story times. Emphasizes early literacy and language development for young children. Thinks thematically to design programs around themes selected by incumbent, supervisors, or by child care centers or other agencies being served. Shares program ideas with other library staff and solicits their input for programs. Uses action verse/fingerplays, non-book props, puppets, music, and other materials to enhance programs. Uses PINES library catalog effectively to locate materials needed for programs. Demonstrates knowledge of Microsoft Word or Publisher software programs to design attractive handout materials listing books read, plus songs, rhymes, and simple extended parent-child activities. Displays accurate spelling and grammar skills. Some additional duties may include: models effective presentation techniques for reading aloud to care-givers, educators, and sometimes parents, conducts library card drives, speaks about library services, assists the public at public desk on any scheduled Sundays. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, and/or pulling of objects of medium weight; the ability to lift 25 pounds or push a fully loaded book truck. Tasks involve extended periods of time at a keyboard or workstation. Tasks require the ability to communicate orally. Tasks require the ability to perceive and discriminate colors or shades of colors, sounds, texture, and visual cues signals.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver’s license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE:** BRANCH LIBRARIAN

**DEPARTMENT:** LIBRARY – MORROW

**SALARY:** \$48,343 ANNUALLY

**DATE POSTED:** 12/12/16

**MUST MEET MINIMUM REQUIREMENTS:** Master's degree in Library or Information Science from a graduate program accredited by the American Library Association; supplemented by three (3) years previous experience in a library setting with some supervisory experience. Must hold or be eligible for Georgia State Board of Librarians 5B certification.

**NATURE OF WORK:** The purpose of this classification is to manage and oversee the efficient operation of branch library, including hiring, developing and supervising personnel, supervising maintenance of the physical plant, assisting library users, and preparing and maintaining records and reports.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews, hires, and trains staff; schedules work, schedules vacations, leave, attendance at workshops, and off-site visits by staff to schools and daycare centers; maintains branch library facility; places work orders with other County departments for routine care and emergency repairs to plumbing, heating and air conditioning, electrical systems, furniture, landscaping, office equipment, audio-visual equipment, and computers and printers; troubleshoots problems with audio-visual equipment, computers, and office machines; prepares and maintain library records; completes employee timesheets by entering information in electronic time management system; oversees and participates in library services; registers library users for cards; charges and discharges materials; collects fines and fees; provides readers advisory to adults and children using standard reference sources and personal knowledge; sets goals and priorities for the branch; attends meeting of supervisory personnel; attends seminars and workshops; consults with Youth Services Assistant and others as to scheduling of programs, story times, appropriate craft activities for children, and seasonal decorations for the library; originates and disburses a variety of forms for library operations; assists voters with voter registration; assists the general public with tax forms; orders and maintains a supply of state and federal tax forms; performs circulation duties; repairs book; shelves books; processes inter-library requests; supervise inmates; attends yearly training for inmates supervision, and performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and material of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE:** ATHLETIC AIDE (PART TIME)

**DEPARTMENT:** PARKS AND RECREATION/ATHLETICS

**SALARY:** \$ 7.95 HOURLY

**DATE POSTED:** 09/06/16

**MUST MEET MINIMUM REQUIREMENTS:** High School diploma or GED; one (1) year experience in recreational activities such as sport, and games. Must possess a valid Georgia driver's license. Must be certified in CPR within six (6) months of employment. May be required to work up to 25 hours per week - days and times may vary - no minimum guaranteed.

**TYPING SPEED: 35 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** To assist in planning and implementing programs for athletic programs in parks including all team sports, and tournaments.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Serves as an assistant for athletic coordinators; manages daily operation of the park; meets with athletic coordinators and managers to stay informed of changes affecting operations; conducts or participate in workshops, designed to promote the athletic program; inspect area for cleanliness and complete and maintain records of team participation, and other relevant incident information. Performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and material of moderate weight (20-50 pounds). Some tasks require the ability to perceive and discriminate sounds, textures, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: PARK MAINTENANCE WORKER II (PART TIME)**

**DEPARTMENT: PARKS AND RECREATION/ATHLETICS**

**SALARY: \$7.95 HOURLY**

**DATE POSTED: 07/11/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED preferred; five (5) months previous experience and/or training that includes landscaping maintenance, general maintenance work, and equipment operation. Must possess and maintain a valid Georgia driver's license. May be required to work up to 25 hours per week with various days and times.

**NATURE OF WORK:** The purpose of this classification is to prepare, repair and perform regular maintenance on ball fields, pool, tennis courts and other park facilities to ensure their cleanliness and safety for use by the residents of Clayton County.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Drags and relines fields for games; picking up trash; empties trash cans, and changing bags; cleans of restrooms to include hoses down and sweeps out; maintains soccer fields, pool and tennis courts; cuts grass, cuts and trims trees; general landscaping, lays sod; puts down cross ties; performs minor maintenance to include repairs fences and water lines, paints buildings, moves and repairs bleachers and paints pool and recreational equipment; checks playground for safety and makes any needed repairs to equipment; moves soccer goals; repairs soccer net; replaces base pegs; cleans swimming pool with acid; performs carpentry, plumbing and concrete work; supervises and overseeing work of inmates assisting in parks maintenance; transports inmates to job site; driving truck and trailer in performing tasks. Performs other related duties as required.

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: PROGRAM AIDE (PART TIME)**

**DEPARTMENT: PARKS AND RECREATION/ INTERNATIONAL PARK/JONESBORO**

**SALARY: \$7.95 HOURLY**

**DATE POSTED: 12/12/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; experience in customer service or social services is preferred. May be required to work up to 25 hours per week with various days and times.

**NATURE OF WORK:** The purpose of this position is to assist in planning and implementing programs at the recreation center. This position will lead recreational activities and instruct classes not requiring a paid instructor. The position requires working with the recreation staff under the direction of a designated supervisor/manager.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Serves as assistant and/or instructor for recreational activities; assists with creation and implementation of programs under the direction of an assigned supervisor; provides responsibility for certain activities during special event days and parties; organizes program supplies and preparing for classes and activities; assists in lay-outs for flyers, posters, and other forms of promotions for programs and services; assists in distribution of brochures and mail out from recreation center; provides assistance, when needed, to maintain membership; assists participants on County sponsored trips; answers phone, provides center tours as assigned; assists new members with applications and membership cards; assists in laundry or kitchen as necessary; works at other sites as directed by supervisor. Performs other related duties as required.

Tasks require the ability to exert light to very moderate physical effort in sedentary to light work; may involve some combination of stooping, kneeling, crouching and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (12-20 pounds). Tasks may involve extended periods to time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE:** GYM COORDINATOR (PART TIME)

**DEPARTMENT:** PARKS AND RECREATION/JIM HUIE-STEVE LUNDQUIST AQUATIC CENTER/JONESBORO

**SALARY:** \$8.78 HOURLY

**DATE POSTED:** 02/08/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; one (1) year experience in recreational activities such as sports, games, fitness, nutrition, and weight loss. Must possess a valid Georgia driver's license. Must have a certification in CPR within six (6) weeks of employment and preferred nutrition. May be required to work up to 25 hours per week - Days and times of work may vary.

**NATURE OF WORK:** The purpose of this classification is to perform general duties and responsibilities for overseeing recreational area to include gym, game room, and weight room.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Enforces rules and regulations of recreational area in order to maintain discipline and insure safety; manage daily operation of the gym, weight room and game room; meet with managers and other supervisors to stay informed of changes affecting operations; conduct or participate in workshops, designed to promote the intellectual, social, and physical welfare of participants; inspect area for cleanliness and complete and maintain record of emergency medical treatments performed, and other relevant incident information. Performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-50 pounds). Some tasks require the ability to perceive and discriminate sounds, textures, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: LIFEGUARD (PART TIME)**

**DEPARTMENT: PARKS AND RECREATION/JIM HUIE-STEVE LUNDQUIST AQUATIC CENTER/JONESBORO**

**SALARY: \$9.00 HOURLY**

**DATE POSTED: 12/19/16**

**MUST MEET MINIMUM REQUIREMENTS:** Must be 16 years of age or older. Must be able to work on weekend and holidays. Must possess a valid driver license or a picture I.D. and an original social security card at time of interview. A work permit will be required if the applicant is 16-17 years of age. May be required to work up to 25 hours per week. American Red Cross Certification preferred.

**NOTICE:** If hired as a lifeguard, the applicant must pay for and attend a lifeguard training class (\$60.00) and purchase a lifeguard uniform (\$20.00). To be employed by Clayton County, potential employee must pass and receive the American Red Cross Lifeguard Certification.

**NATURE OF WORK:** This is a highly responsible position under the direction of the Aquatics Supervisor, Facility Mangers, Lead Lifeguards and Administrators. Work involves performing duties requiring independence, accountability, and responsibility. Lifeguards will also be responsible for testing water levels and safety equipment on a daily basis.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Perform water rescues as prescribed by the American National Red Cross Lifeguard Training Program; perform First Aid/CPR/AED skills as necessary or as required by supervisor; responsible for the overall safety of visitors using the facilities; see that necessary precautions are observed to ensure the health, safety, and welfare of facility guests; aid the facility supervisors and management in every way necessary to keep facilities running smoothly; report promptly at assigned times of duty and remain on duty status until the designated shift has been completed; strictly conform to all required emergency training; be responsible for the proper care and maintenance of all first aid, water rescue, emergency, radio and other facility-related equipment; complete neat and concise written reports as needed to include, but not limited to, incident reports, training reports, and a daily activity log; attend all scheduled staff meetings and in-service training sessions. Performs other related duties as required.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE:** OFFICE ASSISTANT (PART TIME)  
**DEPARTMENT:** PARKS AND RECREATION/JIM HUIE-STEVE LUNDQUIST AQUATIC CENTER/JONESBORO  
**SALARY:** \$8.78 HOURLY **DATE POSTED:** 08/29/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; supplemented by two (2) months of related experience. May be required to work up to zero (0) to 25 hours per week.

**TYPING SPEED: 35 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to provide routine clerical support to an assigned department and/or program. Work involves assisting callers, customers and/or visitors with general information; receiving and processing routine forms and/or fees; and performing data entry.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Answers department telephones; assists callers with questions regarding general information on department programs, services or procedures; refers callers to other staff members as appropriate and taking messages; scheduling appointments; greets visitors and/or customers; provides general information; and/or refers persons to appropriate staff member; receives forms, applications and/or fees; and logging/recording general information such as date received or dollar amount; forwards and/or files as appropriate; issues receipts; performs data entry, which involves referring to completed documents or forms, rather than research and/or calculating information; receives, dates and distributes incoming mail; prepares outgoing mail; receives, storing and delivering documents, office supplies, records, etc; updates departmental records; stores records and forwarding boxed records to Archives Center; completes the proper documentation to reflect the transfer of boxes records to and from each department; coordinates pick-up and delivery trips of stored records; pulls all records and boxes requested by each department; operates office equipment such as computer, photocopier and fax machine; keeps maintenance records for copiers, typewriters, elevators, time clocks, etc. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: PROGRAM SUPERVISOR (PART TIME)**

**DEPARTMENT: PARKS AND RECREATION/JIM HUIE-STEVE LUNDQUIST AQUATIC CENTER/JONESBORO**

**SALARY: \$10.69 HOURLY**

**DATE POSTED: 10/24/16**

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in Business, Marketing, or closely related field preferred; High School Diploma or GED; supplemented by one (1) year of experience in management or planning. Must possess and maintain a valid Georgia driver's license. May be required to work up to 25 hours per week.

**NATURE OF WORK:** The purpose of this classification is to perform skilled/professional work in directing a wide variety of activities at a recreation center or major facility under the guidance of the Superintendent of Recreation or the Department's designee. Responsibilities include planning, coordinating, supervising and evaluating all programs and activities such as after-school curriculum, summer programs, life-skill activities, and other deemed necessary in increasing programmatic success for the Department. Applies specialized skills in training in order to conduct program goals to meet the needs of various age groups. Supervises other recreation leaders and other subordinates through field visits, staff conferences and review of program reports. The positions also work closely through a partnership with Extension Services office to assist in fulfilling the goals and objectives of the two Departments.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Assist Recreation Superintendent and Assistant Recreation Administrator with programs, services and facilities within the Clayton County Parks and Recreation system; responsible for conducting a variety of 4-H programming in Recreation Centers which will include after-school and summer programming; encourage to identify and develop community partnerships with other youth serving organizations; will help assess community youth programming needs and submit recommendations to Department and Extension Service Leadership; encouraged to identify 4-H parent volunteers and refer 4-H coordinator for screening, training, and certification; will conduct and oversee educational club meetings, project clubs and community projects; schedule and meet with potential new business customers and provide information related to the indoor and outdoor rental facilities; supervises, directs, and evaluates assigned staff, processing seasonal employee concerns and problems, directing work, and completing employee performance appraisals; assist with posting and filling summer camp positions, after-school positions, screens applicants, develop work plan for program area; perform any and all administrative functions as assigned by supervisor. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE: PARK RANGER (PART TIME)**

**DEPARTMENT: PARKS AND RECREATION/REYNOLDS NATURE PRESERVE**

**SALARY: \$ 8.35 HOURLY**

**DATE POSTED: 10/24/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED. A valid Georgia driver's license is required. Attendance is an essential function of this position and requires working every weekend from 8:00 am to 5:00 pm.

**NATURE OF WORK:** The purpose of this position is to patrol Reynolds Nature Preserve and monitor park activities and patrons.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Identify and investigate suspicious behaviors; ensures patrons compliance with park rules and regulations; provide an official presence to deter vandalism, unsafe behaviors, or other activities which jeopardize the security of parks; work to resolve conflicts with patrons and stopping potentially dangerous and/or destructive behaviors; contact police when additional assistance is needed or a crime has been committed; provide assistance, directions, and information to patrons; promote park activities and services; respond to complaints; report broken park equipment; and report and/or repair hazardous trail conditions. Performs other related duties as required.

Tasks requires the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally. Performance of essential functions may require exposure to adverse environmental conditions, such as smoke, dust, pollen, wetness, humidity, animals, or wildlife.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

*Clayton County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Read the Job Announcement Carefully.**

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**JOB TITLE:** CENTER MAINTENANCE WORKER (PART TIME)

**DEPARTMENT:** PARKS AND RECREATION/SOUTH CLAYTON/LOVEJOY

**SALARY:** \$9.00 HOURLY

**DATE POSTED:** 05/16/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; three (3) months experience in building maintenance; buffer and floor maintenance experience preferred. Must possess and maintain a valid Georgia driver's license. Must have dependable transportation. Position requires good physical condition to operate machinery required for floor maintenance and some occasional heavy lifting. May be required to work up to 25 hours per week, days and times may vary. No guaranteed minimum.

**NATURE OF WORK:** This position requires an individual who is able to perform general custodial and janitorial duties as assigned by the supervisor/manager. The position is responsible for keeping the facility, surrounding areas, and entrances/exits to center, as well as center vans, buses and equipment, clean and presentable to the public. Maintenance personnel should be able to work well with co-workers and supervisors in the daily operation of the senior adult centers. The person hired will perform other job duties as required.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Sets up rooms for programs; cleans center (as well as on location programs when necessary); unlocks and secures center doors, sets alarms; sweeps, mops, waxes floors; sets up for programs in buildings and outside of buildings; cleans and disinfects all restrooms, sinks and water fountains; emptying trash; cleaning offices; assists in kitchen clean up; assists with laundering duties where necessary; assists in pool maintenance; cleaning furniture, glass and mirrors; raises and lowers flags; cleans surroundings areas of facility to include parking lot; sweeps entrance ramps and porches; replaces bulbs; makes minor emergency repairs as needed; reports repair to manager; cleans ash trays and furniture; assists with laundering duties where necessary; assisting in pool maintenance; makes minor emergency repairs as needed. Performs other job duties as required. Attendance is an essential function of the position.

Tasks require the ability to exert moderately heavy physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (12-50 pounds). Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally. Performance of essential functions may require exposure to adverse environmental conditions such as: dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease or pathogenic substances.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: PROGRAM AIDE (PART TIME)**

**DEPARTMENT: PARKS AND RECREATION/SOUTH CLAYTON/LOVEJOY**

**SALARY: \$7.95 HOURLY**

**DATE POSTED: 10/24/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; experience in customer service or social services is preferred. May be required to work up to 25 hours per week - days and times of work may vary.

**NATURE OF WORK:** The purpose of this position is to assist in planning and implementing programs at the recreation center. This position will lead recreational activities and instruct classes not requiring a paid instructor. The position requires working with the recreation staff under the direction of a designated supervisor/manager.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Serves as assistant and/or instructor for recreational activities; assists with creation and implementation of programs under the direction of an assigned supervisor; provides responsibility for certain activities during special event days and parties; organizes program supplies and preparing for classes and activities; assists in lay-outs for flyers, posters, and other forms of promotions for programs and services; assists in distribution of brochures and mail out from recreation center; provides assistance, when needed, to maintain membership; assists participants on County sponsored trips; answers phone, provides center tours as assigned; assists new members with applications and membership cards; assists in laundry or kitchen as necessary; works at other sites as directed by supervisor. Performs other related duties as required.

Tasks require the ability to exert light to very moderate physical effort in sedentary to light work; may involve some combination of stooping, kneeling, crouching and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (12-20 pounds). Tasks may involve extended periods to time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE:** PARK MAINTENANCE WORKER II (PART TIME)

**DEPARTMENT:** PARKS SERVICES

**SALARY:** \$ 7.95 HOURLY

**DATE POSTED:** 09/22/14

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED preferred; five (5) months previous experience and/or training that includes landscaping maintenance, general maintenance work, and equipment operation. Must possess and maintain a valid Georgia driver's license. May be required to work up to 25 hours per week.

**NATURE OF WORK:** The purpose of this classification is to prepare, repair and perform regular maintenance on ball fields, pool, tennis courts and other park facilities to ensure their cleanliness and safety for use by the residents of Clayton County.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Drags and relines fields for games; picking up trash; empties trash cans, and changing bags; cleans of restrooms to include hoses down and sweeps out; maintains soccer fields, pool and tennis courts; cuts grass, cuts and trims trees; general landscaping, lays sod; puts down cross ties; performs minor maintenance to include repairs fences and water lines, paints buildings, moves and repairs bleachers and paints pool and recreational equipment; checks playground for safety and makes any needed repairs to equipment; moves soccer goals; repairs soccer net; replaces base pegs; cleans swimming pool with acid; performs carpentry, plumbing and concrete work; supervises and overseeing work of inmates assisting in parks maintenance; transports inmates to job site; driving truck and trailer in performing tasks. Performs other related duties as required.

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: ANIMAL CONTROL OFFICER**

**DEPARTMENT: POLICE**

**SALARY: \$27,987 ANNUALLY**

**DATE POSTED: 01/30/17**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED is preferred. No previous experience is required. Must have reasonable ability to handle animals. Must be at least 21 years of age. Must possess a valid Georgia driver's license.

**NATURE OF WORK:** The purpose of this classification is to perform general/specialized work functions associated with providing effective and efficient animal control, and to enforce state, and local animal control ordinances.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Enforces the provision of state and local codes and ordinances applicable to animal control activities; patrols county streets and investigating calls from citizens concerning animal control issues such as potential animal abuse, animal bites, stray/nuisance animals, wild/dangerous animals, and injured/dead animals; attempts to keep the peace between complainants and animal owners, issues warnings and citations for violations of animal control laws, and advising owners of their responsibilities; attends court to provide testimony as necessary; utilizes and maintains various equipment and tools associated with animal control activities which may include a catch pole, traps, nets, and chemical capture devices; sets and re-setting, and monitoring of animal traps; tracks and traps/captures animals; removes animals from roofs, trees, and under houses; impounds animals in violation of ordinances; transports to animal shelter or as otherwise directed; handles animals, restraining as appropriate; responds to complaints and routine request for information or assistance from members of the staff, the public, or other individuals; educates the public on the responsibility of pet ownership, laws, and ordinances, and pet adoption; provides for the care of animals to shelter, tracing rabies tags to veterinarians and owners; maintains and cleaning of truck, cages, and kennel area. Performs other related duties as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally. Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature, and noise extremes, machinery, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE: AVIATION MECHANIC**

**DEPARTMENT: POLICE**

**SALARY: \$61,978 ANNUALLY**

**DATE POSTED: 06/27/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; supplemented by five (5) years previous experience maintaining turbine engine helicopters and preferably completion of Bell Helicopter factory maintenance training on Bell OH58 / 206 / 206L aircraft. Must possess and maintain a valid Georgia driver's license. Must possess and maintain a valid FAA Airframe and Powerplant certificate with Inspection Authorization with no history of violations.

**NATURE OF WORK:** The purpose of this classification is to perform technical/manual work functions associated with the repair and maintenance of police helicopters to ensure airworthiness and safety.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Prepares aircraft for flights; ensures aircraft readiness and compliance with FAA regulations at all times; conducts aircraft inspections; evaluates various aircraft related gauges, sensors and instruments; troubleshoots equipment and diagnoses malfunctions; examines parts for damage or excessive wear; repairs, rebuilds and maintains helicopters and related equipment/parts; performs various repair and maintenance tasks; removes/install engines, transmissions, windshields, antenna, radio, and related parts; fabricates parts; makes modifications; inspects, charges and/or services battery units; replaces leaking seals; repairs aircraft sheet metal; makes hydraulic and electrical repairs; inspects ground equipment and tools; schedules, coordinates and/or performs aircraft, ground equipment and tool calibration, repair and/or maintenance; prepares aircraft status board; maintains service and warranty records; responds to requests for service; prepares, completes and/or receives various forms, reports, correspondence, manuals, drawings, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate; maintains current aircraft manuals, FAA regulations, policies and procedures, employee handbooks, and related material for reference and/or review; completes helicopter/aircraft logs and work sheets; attends shift meetings and specialized/update training sessions as required to maintain knowledge of departmental and county operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws; continually updates aircraft mechanic licensing and training. Performs other related duties as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**REVISED 07/20/16**

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**REVIEW THE AUTOMATIC APPLICATION DISQUALIFIERS**

JOB TITLE: CODE ENFORCEMENT OFFICER I (PART TIME)

DEPARTMENT: POLICE

SALARY: \$ 13.03 HOURLY

DATE POSTED: 01/10/17

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED. Vocational/Technical degree with training emphasis in housing rehabilitation or housing code enforcement preferred; two (2) years previous experience and/or training that includes housing code inspection, customer service, administrative work, and/or human interaction. Must obtain valid ICC Housing Rehabilitation Inspector Certification within one (1) year of employment. Must possess and maintain a valid Georgia driver's license. May be required to work 25 hours per week. Attendance is an essential function of the job.

**NATURE OF WORK:** The purpose of this classification is to respond to complaints of potential housing/zoning code violations, conduct inspections, identify violations, initiate action against violators, research property ownership records, and work to preserve property values and ensure safe, sanitary and reasonable conditions per established codes/ordinances.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Receives housing/zoning complaint calls pertaining to commercial/residential property; assists in interpreting and enforcing the provisions of applicable federal, state, and local codes, ordinances, rules, regulations, specifications, standards, policies and procedures; works to resolve violations of housing codes, zoning ordinances, swimming pool regulations, or other applicable codes; processes code violation notices as appropriate; issues summonses for defendants to appear in magistrate courts; conducts research and collects information pertaining to property in question; prepares or completes various forms, reports, correspondence, subpoenas, certified letters, summonses, violation reports, correction notices, probation reports, daily worksheets, logs, or other documents; receives various forms, reports, correspondence, tax assessment records, legal documents, codes, ordinances, regulations, directories, maps, manuals, reference materials, or other documentation; maintains files/records of complaints, findings violation, and other work activities; operates a computer to enter, retrieve, review, or modify data utilizing word processing, database, or other software programs; maintains a current knowledge of applicable codes, laws, and regulations. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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## AUTOMATIC APPLICATION DISQUALIFIERS

(Effective October 1, 2014)

### DRIVING

- ✓ More than five (5) points for moving violations in the past two (2) years.
- ✓ Any drivers license suspensions in the past two (2) years.
- ✓ Any conviction of driving under the influence of drugs or alcohol, aggressive driving, racing, or leaving the scene of an accident, or any other serious traffic offenses within the past two (2) years.

### DRUGS

- ✓ Marijuana use at all in the past three years.
- ✓ Any illegal drug use (including anabolic steroids after February 27, 1991) at all in the past 10 years.
- ✓ Any involvement in the sale, distribution, manufacturing or transportation of any illegal drug to include acting as a third party.
- ✓ Use of any prescription drug or legally obtainable substance in a manner for which it was not intended within the past three years.

### TATTOOS

- ✓ Visible tattoos above or on the neck and face.

### CRIMINAL CONVICTIONS AND ARRESTS

Note: The term *conviction* and *convicted* refers to the final judgment on a verdict of guilty, a plea of guilty, or a plea of nolo contendere.

- ✓ Conviction of any felony or any crime involving moral turpitude (crimes contrary to justice, honesty, or good morals).
- ✓ Any conviction of fleeing or attempting to elude police.
- ✓ Any conviction of impersonating a Law Enforcement Officer.
- ✓ Any conviction of domestic violence against a domestic partner, spouse, child or parent.
- ✓ Note: Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, the Clayton County Police Department reserves the right to examine any conduct that involves moral turpitude, violence, or other behaviors that could adversely affect an applicant's performance as a police officer on a case by case basis. Accordingly, applicants must disclose any first offender status events and fully explain the circumstances that lead to their arrest.

### MILITARY

- ✓ Dishonorable or less than honorable discharge from any military service.
- ✓ General discharges will be judged on a case by case basis.

Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the applied position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.

**Read the Job Announcement Carefully.**

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**REVIEW THE AUTOMATIC APPLICATION DISQUALIFIERS, INSTRUCTIONS FOR COMPASS TESTING, and THE PHYSICAL AGILITY ASSESSMENT**

**JOB TITLE: POLICE OFFICER I**

**DEPARTMENT: POLICE**

**SALARY: \$38,657 ANNUALLY**

**DATE POSTED: 08/08/11**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED. Must meet the minimum requirements for application for certification as a Peace Officer Standards and Training (POST) certified peace officer. Must be 21 years of age. **MUST BE A US CITIZEN.**

**NATURE OF WORK:** The purpose of this classification is to train, become certified in the State of Georgia and prepare to assume the full duties of a Police Officer II. May perform other related duties as required.

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials 160 pounds; may occasionally involve heavier objects and materials. May be required to lift/carry a human being, push/pull motor vehicle, and/or do sustained physical combat.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, submitted passing Compass Test Scores (Reading 70 or higher and Writing 32 or higher) and has passed the Physical Agility Assessment Test.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 09/12/16**



## Office of Professional Standards Background and Recruiting Unit

### AUTOMATIC APPLICATION DISQUALIFIERS

(Effective October 1, 2015)

#### DRIVING

- ✓ More than five (5) points for moving violations in the past two (2) years.
- ✓ Any drivers license suspensions in the past two (2) year.
- ✓ Any conviction of driving under the influence of drugs or alcohol, aggressive driving, racing, or leaving the scene of an accident, or any other serious traffic offenses within the past two (2) years.

#### DRUGS

- ✓ Marijuana use at all in the past three (3) years.
- ✓ Any illegal drug use (including anabolic steroids after February 27, 1991) at all in the past ten (10) years.
- ✓ Any involvement in the sale, distribution, manufacturing or transportation of any illegal drug to include acting as a third party.
- ✓ Use of any prescription drug or legally obtainable substance in a manner for which it was not intended within the past three (3) years.

#### TATTOOS

- ✓ Visible tattoos above or on the neck and face.

#### CRIMINAL CONVICTIONS AND ARRESTS

**Note: The term *conviction* and *convicted* refers to the final judgment on a verdict of guilty, a plea of guilty, or a plea of nolo contendere.**

- ✓ Conviction of any felony or any crime involving moral turpitude (crimes contrary to justice, honesty, or good morals).
- ✓ Any conviction of fleeing or attempting to elude police.
- ✓ Any conviction of impersonating a Law Enforcement Officer.
- ✓ Any conviction of domestic violence against a domestic partner, spouse, child or parent.
- ✓ **Note:** Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, **OCGA § 42-8-63.1(b) states that a discharge under first offender probation may be used to disqualify a person from acquiring or maintaining a peace officer certification.** Accordingly, the Clayton County Police Department reserves the right to examine any conduct that involves moral turpitude, violence, felony offense or other behaviors that could adversely affect an applicant's performance as a police officer on a case by case basis. Therefore, applicants must disclose any first offender status events and fully explain the circumstances that lead to their arrest.

#### MILITARY

- ✓ Dishonorable or less than honorable discharge from any military service.
- ✓ General discharges will be judged on a case by case basis.

**Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the applied position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.**



**Office of Professional Standards  
Background and Recruiting Unit**

**COMPASS TEST INSTRUCTIONS**

**The Compass Test**

The Compass test is a written exam used by the Clayton County Police Department. Applicants must take the Compass Test and score a 70 or higher on the Reading and a 32 or higher on the Writing. If you have previously taken the Compass Test your test scores will be accepted as long as the scores meet the requirements.

**Requirements**

<b>Reading</b>	<b>Writing</b>
Score 70 or Higher	Score 32 or Higher

**Note:** Testing centers may require applicants to take the Math portion of the Compass; be advised the Math score will not be included in the background process.

**Taking the Compass**

Applicants can go to the following website: <http://www.act.org/compass/advant/remote.html> to find a Compass Testing center near their residence. Applicants are responsible for required cost to take the Compass Test.

**Submitting Test Scores**

Applicants must submit an official (in a sealed envelope from the testing center) copy of test scores to the following address:

Clayton County Police Department
Attn: Background and Recruiting Unit
7911 N. McDonough Street
Jonesboro, Ga 30236

**Scores must be submitted within thirty (30) days of the completed application date.** Failure to submit your Compass Test scores within the thirty (30) day time frame will result in an automatic disqualification for a six (6) month period.

For any questions regarding the Compass Test requirements, please call the Clayton County Police Department Background and Recruiting Unit at (770) 477-3534 to speak with a recruiter.



## Office of Professional Standards Background and Recruiting Unit

### PHYSICAL AGILITY ASSESSMENT

The Physical Agility Test is the next phase in the selection process. You should wear appropriate casual clothing and tennis or running shoes for this phase of the testing process. The Physical Agility Test is a six (6) phase obstacle course that must be completed in two (2) minutes or less while wearing a 20-lb vest. The applicant will begin seated in a patrol vehicle with seatbelt engaged. On the command of "Go" the applicant's time will start. The applicant will then sprint 20 yards to a pole, make a 90 degree turn, and then sprint another 20 yards to the first obstacle.

<b>1<sup>st</sup> Obstacle</b>	37' Vertical Wall
<b>2<sup>nd</sup> Obstacle</b>	8-Step A-Frame Staircase
<b>3<sup>rd</sup> Obstacle</b>	Elevated Window
<b>4<sup>th</sup> Obstacle</b>	150-Pound Dummy Drag
<b>5<sup>th</sup> Obstacle</b>	Serpentine Pole Course
<b>6<sup>th</sup> Obstacle</b>	L-Shaped Balance Beam

The events are designed to test the physical characteristics of strength, agility, and endurance associated with the physical tasks demanded of Police Officers in the performance of their job. If you are unable to satisfactorily perform any of the individual events or if you fail to complete the entire test within the designated time frame, you will have failed the Physical Agility Test.

You will be advised at the time you take the Physical Agility Test whether or not you have passed. If you do not pass the Physical Agility Test, you will have one (1) more opportunity to take the test at a later date. Failure to pass the Physical Agility Test on your second try will result in your disqualification from the selection process for a period of six (6) months.

**Read the Job Announcement Carefully.**

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**REVIEW THE AUTOMATIC APPLICATION DISQUALIFIERS  
and THE PHYSICAL AGILITY ASSESSMENT**

**JOB TITLE: POLICE OFFICER II**

**DEPARTMENT: POLICE**

**SALARY: \$40,626 ANNUALLY**

**DATE POSTED: 08/08/11**

**MUST MEET MINIMUM QUALIFICATIONS:** High school diploma or GED. Must possess a valid Georgia driver's license. Must pass and maintain current Peace Officer Standards and Training (POST) certification requirements as a law enforcement officer. Must obtain and maintain certification in Cardiopulmonary Resuscitation (CPR). Must be qualified to operate a firearm. May be required to attain and maintain additional certifications specific to assigned unit. **MUST BE A US CITIZEN.**

**NATURE OF WORK:** The purpose of this classification is to protect life and property, to respond to the needs of the general public, to deter criminal activity within the community, to enforce all county statutes, ordinances and laws, and regulations of state and federal government, and to perform investigations, special details and specific assignments within an assigned unit.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Enforces all county, state and federal codes, ordinances, laws and regulations, in order to protect life and property, and to prevent crime and promote security; maintains visibility by patrolling assigned area, county streets, parks, neighborhoods and businesses to ensure security; makes observations for prowlers, suspicious persons and violators; performs surveillance of various locations and criminal suspects; investigating reported crimes; obtaining warrants; performs various search operations; locates missing persons; determines probable cause to search and/or reasonable suspicion to detain suspects; responds to emergency calls and calling for assistance; responds to accident calls; performs functions at accidents, emergencies, fires, and disasters to include directing traffic, administers emergency first aid, and managing dangerous situations; interacting with emergency medical technician (EMT) teams; establishes road blocks; identifying illegal drugs and hazardous materials. Performs other related duties as required.

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials 160 pounds; may occasionally involve heavier objects and materials. May be required to lift/carry a human being, push/pull motor vehicle, and/or do sustained physical combat.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and has passed the Physical Agility Assessment Test.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 09/12/16**



## Office of Professional Standards Background and Recruiting Unit

### AUTOMATIC APPLICATION DISQUALIFIERS

(Effective October 1, 2015)

#### DRIVING

- ✓ More than five (5) points for moving violations in the past two (2) years.
- ✓ Any drivers license suspensions in the past two (2) year.
- ✓ Any conviction of driving under the influence of drugs or alcohol, aggressive driving, racing, or leaving the scene of an accident, or any other serious traffic offenses within the past two (2) years.

#### DRUGS

- ✓ Marijuana use at all in the past three (3) years.
- ✓ Any illegal drug use (including anabolic steroids after February 27, 1991) at all in the past ten (10) years.
- ✓ Any involvement in the sale, distribution, manufacturing or transportation of any illegal drug to include acting as a third party.
- ✓ Use of any prescription drug or legally obtainable substance in a manner for which it was not intended within the past three (3) years.

#### TATTOOS

- ✓ Visible tattoos above or on the neck and face.

#### CRIMINAL CONVICTIONS AND ARRESTS

**Note: The term *conviction* and *convicted* refers to the final judgment on a verdict of guilty, a plea of guilty, or a plea of nolo contendere.**

- ✓ Conviction of any felony or any crime involving moral turpitude (crimes contrary to justice, honesty, or good morals).
- ✓ Any conviction of fleeing or attempting to elude police.
- ✓ Any conviction of impersonating a Law Enforcement Officer.
- ✓ Any conviction of domestic violence against a domestic partner, spouse, child or parent.
- ✓ **Note:** Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, **OCGA § 42-8-63.1(b) states that a discharge under first offender probation may be used to disqualify a person from acquiring or maintaining a peace officer certification.** Accordingly, the Clayton County Police Department reserves the right to examine any conduct that involves moral turpitude, violence, felony offense or other behaviors that could adversely affect an applicant's performance as a police officer on a case by case basis. Therefore, applicants must disclose any first offender status events and fully explain the circumstances that lead to their arrest.

#### MILITARY

- ✓ Dishonorable or less than honorable discharge from any military service.
- ✓ General discharges will be judged on a case by case basis.

**Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the applied position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.**



## Office of Professional Standards Background and Recruiting Unit

### PHYSICAL AGILITY ASSESSMENT

The Physical Agility Test is the next phase in the selection process. You should wear appropriate casual clothing and tennis or running shoes for this phase of the testing process. The Physical Agility Test is a six (6) phase obstacle course that must be completed in two (2) minutes or less while wearing a 20-lb vest. The applicant will begin seated in a patrol vehicle with seatbelt engaged. On the command of "Go" the applicant's time will start. The applicant will then sprint 20 yards to a pole, make a 90 degree turn, and then sprint another 20 yards to the first obstacle.

<b>1<sup>st</sup> Obstacle</b>	37' Vertical Wall
<b>2<sup>nd</sup> Obstacle</b>	8-Step A-Frame Staircase
<b>3<sup>rd</sup> Obstacle</b>	Elevated Window
<b>4<sup>th</sup> Obstacle</b>	150-Pound Dummy Drag
<b>5<sup>th</sup> Obstacle</b>	Serpentine Pole Course
<b>6<sup>th</sup> Obstacle</b>	L-Shaped Balance Beam

The events are designed to test the physical characteristics of strength, agility, and endurance associated with the physical tasks demanded of Police Officers in the performance of their job. If you are unable to satisfactorily perform **any** of the individual events or if you fail to complete the entire test within the designated time frame, you will have failed the Physical Agility Test.

You will be advised at the time you take the Physical Agility Test whether or not you have passed. If you do not pass the Physical Agility Test, you will have one (1) more opportunity to take the test at a later date. Failure to pass the Physical Agility Test on your second try will result in your disqualification from the selection process for a period of six (6) months.

**Read the Job Announcement Carefully.**

Please ensure minimum requirements are met before submitting the application. Answer all questions completely and accurately on the employment application. Failure to complete the entire application may result in disqualification or rejection.

**REVIEW THE AUTOMATIC APPLICATION DISQUALIFIERS**

JOB TITLE: POLICE SERVICES CLERK

DEPARTMENT: POLICE

SALARY: \$26,630 ANNUALLY

DATE POSTED: 11/21/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; five (5) months of clerical and/or customer service experience.

**TYPING SPEED: 45 WPM REQUIRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to provide clerical support to the Police department. Work involves preparing and maintaining documents; maintaining department records; entering data into program databases; and providing assistance to callers, visitors, and the general public.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Receives, reviews, and processes department documents such as accident reports, animal intake forms, impound records, police incident and criminal investigation reports, etc.; verifies, completes and/or cods required information, enters information into department databases; updates database information; creates new spreadsheets/files; purges old data as appropriate; makes copies and distributes as appropriate; answers department telephones; greets the general public and visitors; conducts criminal history checks; types letters, reports, summaries, and correspondence; obtains and/or retrieves information for police officers and other staff as requested; prepares reports and or summaries as requested which provide information on productivity, program statistics, etc; notarizes documents; prepares folders; receives, dating, and distributes incoming mail; preparing outgoing mail. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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Office of Professional Standards  
Background and Recruiting Unit

**AUTOMATIC APPLICATION DISQUALIFIERS**

(Effective October 1, 2015)

**DRIVING**

- ✓ More than five (5) points for moving violations in the past two (2) years.
- ✓ Any drivers license suspensions in the past two (2) year.
- ✓ Any conviction of driving under the influence of drugs or alcohol, aggressive driving, racing, or leaving the scene of an accident, or any other serious traffic offenses within the past two (2) years.

**DRUGS**

- ✓ Marijuana use at all in the past three (3) years.
- ✓ Any illegal drug use (including anabolic steroids after February 27, 1991) at all in the past ten (10) years.
- ✓ Any involvement in the sale, distribution, manufacturing or transportation of any illegal drug to include acting as a third party.
- ✓ Use of any prescription drug or legally obtainable substance in a manner for which it was not intended within the past three (3) years.

**TATTOOS**

- ✓ Visible tattoos above or on the neck and face.

**CRIMINAL CONVICTIONS AND ARRESTS**

**Note: The term *conviction* and *convicted* refers to the final judgment on a verdict of guilty, a plea of guilty, or a plea of nolo contendere.**

- ✓ Conviction of any felony or any crime involving moral turpitude (crimes contrary to justice, honesty, or good morals).
- ✓ Any conviction of fleeing or attempting to elude police.
- ✓ Any conviction of impersonating a Law Enforcement Officer.
- ✓ Any conviction of domestic violence against a domestic partner, spouse, child or parent.
- ✓ **Note:** Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, **OCGA § 42-8-63.1(b) states that a discharge under first offender probation may be used to disqualify a person from acquiring or maintaining a peace officer certification.** Accordingly, the Clayton County Police Department reserves the right to examine any conduct that involves moral turpitude, violence, felony offense or other behaviors that could adversely affect an applicant's performance as a police officer on a case by case basis. Therefore, applicants must disclose any first offender status events and fully explain the circumstances that lead to their arrest.

**MILITARY**

- ✓ Dishonorable or less than honorable discharge from any military service.
- ✓ General discharges will be judged on a case by case basis.

**Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the applied position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.**

**Read the Job Announcement Carefully.**

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**REVIEW THE AUTOMATIC APPLICATION DISQUALIFIERS**

**JOB TITLE:** POLICE SERVICES CLERK (PART TIME)

**DEPARTMENT:** POLICE

**SALARY:** \$10.43 HOURLY

**DATE POSTED:** 03/28/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; five (5) months of clerical and/or customer service experience.

**TYPING SPEED: 45 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to provide clerical support to the Police department. Work involves preparing and maintaining documents; maintaining department records; entering data into program databases; scanning and reviewing documents in digital format; and providing assistance to callers, visitors and the general public.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Receives, reviews, and processes department documents such as accident reports, animal intake forms, impound records, police incident and criminal investigation reports, etc. Verifies, completes and/or codes required information; enters information into department databases; updates database information; creates new spreadsheets/files; and purges old data as appropriate. Makes copies and distribute as appropriate; and maintains copies in department manual files. Answers Department telephones; greets the general public and visitors; communicates with the general public, attorneys, court personnel, and County and local officials; provides assistance, requested documents and information regarding department services and procedures; refers callers to other staff members as appropriate; and takes messages. Accepts payments, applications, records, etc. from the general public; records receipt of same; and prepares for processing. Conducts criminal history checks. Type letters, reports, summaries and correspondence. Obtains and/or retrieves information for police officers and other staff as requested; prepares reports and/or summaries as requested which provide information on productivity, program statistics, etc. Notarizes documents. Prepares folders; maintains files of department correspondence, program records, legal documents, etc.; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files. Receives, dates and distributes incoming mail. Prepares outgoing mail. Prepares and distributes department Daily Bulletin. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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## **AUTOMATIC APPLICATION DISQUALIFIERS**

(Effective October 1, 2014)

### **DRIVING**

- ✓ More than five (5) points for moving violations in the past two (2) years.
- ✓ Any drivers license suspensions in the past two (2) years.
- ✓ Any conviction of driving under the influence of drugs or alcohol, aggressive driving, racing, or leaving the scene of an accident, or any other serious traffic offenses within the past two (2) years.

### **DRUGS**

- ✓ Marijuana use at all in the past three years.
- ✓ Any illegal drug use (including anabolic steroids after February 27, 1991) at all in the past 10 years.
- ✓ Any involvement in the sale, distribution, manufacturing or transportation of any illegal drug to include acting as a third party.
- ✓ Use of any prescription drug or legally obtainable substance in a manner for which it was not intended within the past three years.

### **TATTOOS**

- ✓ Visible tattoos above or on the neck and face.

### **CRIMINAL CONVICTIONS AND ARRESTS**

**Note:** The term *conviction* and *convicted* refers to the final judgment on a verdict of guilty, a plea of guilty, or a plea of nolo contendere.

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- ✓ Any conviction of domestic violence against a domestic partner, spouse, child or parent.
- ✓ **Note:** Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, the Clayton County Police Department reserves the right to examine any conduct that involves moral turpitude, violence, or other behaviors that could adversely affect an applicant's performance as a police officer on a case by case basis. Accordingly, applicants must disclose any first offender status events and fully explain the circumstances that lead to their arrest.

### **MILITARY**

- ✓ Dishonorable or less than honorable discharge from any military service.
- ✓ General discharges will be judged on a case by case basis.

Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the applied position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.





## AUTOMATIC APPLICATION DISQUALIFIERS

(Effective October 1, 2014)

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- ✓ Note: Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, the Clayton County Police Department reserves the right to examine any conduct that involves moral turpitude, violence, or other behaviors that could adversely affect an applicant's performance as a police officer on a case by case basis. Accordingly, applicants must disclose any first offender status events and fully explain the circumstances that lead to their arrest.

### MILITARY

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**JOB TITLE: SHERIFF CORRECTIONAL OFFICER**

**DEPARTMENT: SHERIFF'S OFFICE**

**SALARY: \$37,708 ANNUALLY**

**DATE POSTED: 11/02/15**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED, with little or no previous experience and/or training. Must be a minimum of 18 years of age. May be required to possess or acquire a valid Basic Jail Officer Certification. **MUST BE A US CITIZEN.** Working hours will be 12 hour shifts.

**NATURE OF WORK:** The purpose of this classification is to provide security and supervision of inmates in the County jail, and inmates who are sentenced to the work release program correctional facility.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Processes new inmates and arrested persons; books new inmates; searches inmates and seizes all personal property; inventories personnel possessions including clothes and money; issues inmate uniforms; prepares inmate identification cards; enters arrests into computer; secures inmates in jail or holding cells; fingerprints inmates; informs inmates of charges and bond amounts; processes of inmates into the work release program; verifies inmate employment, transportation, job changes, and other related information; maintains daily timesheets and job location logs; investigates discrepancies regarding inmates work hours; collects payments from and issues receipts to inmates; collects money for inmate accounts; prepares and processes paperwork for new inmates; accepts and answers inmate request forms; prepares bonds, incident, and disciplinary reports and other required reports; reviews of incarceration documents; maintains logs and files of inmates; answers direct questions from inmates; conducts daily operations of the jail including meal times, church services, GED classes, AA meetings, routes maintenance crews, monitors suicide watches, etc.; assigns and supervises inmates to clean up detail; disburses cleans and sanitation supplies; screens inmates for medical conditions; escorts and supervises inmates during on-site court appearances; maintains order and security within the facility; oversees visitation. Performs other related duties as required.

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally. Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**Read the Job Announcement Carefully.**

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**JOB TITLE: ASSISTANT SOLICITOR GENERAL**

**DEPARTMENT: SOLICITOR GENERAL'S OFFICE**

**SALARY: \$ 56,115 ANNUALLY**

**DATE POSTED: 01/17/17**

**MUST MEET MINIMUM REQUIREMENTS:** A degree in law from an accredited college or university. Must be a member in the Georgia State Bar.

**NATURE OF WORK:** This is highly responsible professional work in assisting the Solicitor General of the State Court in preparing and prosecuting misdemeanor, traffic, and magistrate court cases.

Work involves a wide variety of complex legal procedures coupled with a professional knowledge of Georgia law, and the ability to work effectively in the courtroom. The incumbent must work under constraints of a large caseload and a limited time frame in which to dispose of cases. Work is reviewed by the Solicitor General; however, a great deal of independent judgment and initiative is expected.

**SOME OF THE ESSENTIALS JOB DUTIES INCLUDE:** Researches case law and writing briefs; reviews and completes accusations; prepares case information for trial; negotiates pleas with other attorneys; tries assigned cases in court; attending various calendar calls in state, magistrate, and traffic court; confers with judge concerning case information; interviews law enforcement officials, witnesses, victims, and others regarding cases. Performs other related work as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**Read the Job Announcement Carefully.**

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**JOB TITLE: ASSISTANT SOLICITOR GENERAL (PART TIME)**

**DEPARTMENT: SOLICITOR GENERAL'S OFFICE**

**SALARY: \$20.33 HOURLY**

**DATE POSTED: 10/17/16**

**MUST MEET MINIMUM REQUIREMENTS:** A degree in law from an accredited college or university. Must be a member in the Georgia State Bar. Hours required to work are no more than 24 hours per week.

**NATURE OF WORK:** This is highly responsible professional work in assisting the Solicitor General of the State Court in preparing and prosecuting misdemeanor, traffic, and magistrate court cases.

Work involves a wide variety of complex legal procedures coupled with a professional knowledge of Georgia law, and the ability to work effectively in the courtroom. The incumbent must work under constraints of a large caseload and a limited time frame in which to dispose of cases. Work is reviewed by the Solicitor General; however, a great deal of independent judgment and initiative is expected.

**SOME OF THE ESSENTIALS JOB DUTIES INCLUDE:** Researches case law and writing briefs; reviews and completes accusations; prepares case information for trial; negotiates pleas with other attorneys; tries assigned cases in court; attending various calendar calls in state, magistrate, and traffic court; confers with judge concerning case information; interviews law enforcement officials, witnesses, victims, and others regarding cases. Performs other related work as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**Read the Job Announcement Carefully.**

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**JOB TITLE:** ADMINISTRATOR COORDINATOR/SENIOR SERVICES

**DEPARTMENT:** SENIOR SERVICES/ADMINISTRATION

**SALARY:** \$27,987 ANNUALLY

**DATE POSTED:** 01/23/17

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED: supplemented by one (1) year experience providing clerical support and experience using computers and Microsoft Office, Excel, and/or desktop publishing software applications. Must possess excellent communications skills. Must possess and maintain a valid Georgia driver's license.

**NATURE OF WORK:** The purpose of this classification is to provide clerical and administrative support to an assigned department and/or program. Duties also include maintaining department administrative files; preparing materials and records concerning department operations such as productivity reports and statistical summaries; entering data and retrieving information from department databases Rec Trac (Recreation Tracking); maintaining automated and manual files; and assisting callers, customers and/or visitors. Work is reviewed by the Assistant Director of Senior Services.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Assist with planning all Departmental Signature Events; directs Social Media Program. Assist with preparing budget materials for Senior Services Division; researches for grants as an additional funding source. Maintains a cooperative planning and working relationship with community groups and state agencies; meets with community groups to establish needs; and assist the Assistant Director with departmental planning to meet community needs. Collaborates with other senior service providers on additional programming elements for enhancements. Researches and conducts studies identifying additional funding. Prepares department documents, records, reports, and forms requiring knowledge of program policies and procedures and judgment in content, format, and detail. Researches, compiles, consolidates, and/or tabulates information; incorporates information into requested reports and other prepared materials; proofreads for accuracy and completeness; and distributes upon approval. Updates departmental phone list. Maintains schedules/calendars for department conference rooms; schedules meetings for department staff as requested; prepares, records, transcribes and distributes meeting minutes. Receives, date stamps, and distributes incoming mail; prepares outgoing mail. Prepares folders; maintains files of department correspondence, program records, legal documents, etc.; photocopies documents and distributes and/or files; and request information from other departments, as necessary, to complete department records/files. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard of work station. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until Friday, February 3, 2017.**

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**Read the Job Announcement Carefully.**

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**JOB TITLE:** TUTOR/KINSHIP CARE (PART-TIME)

**DEPARTMENT:** SENIOR SERVICES/AGING

**SALARY:** \$ 15.11 HOURLY

**DATE POSTED:** 08/08/16

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in the appropriate field of assignment such as English, Math, or closely related field; supplemented by one (1) year of instructional experience as a tutor, educator, para-professional, etc. English Assignment-must be able to tutor in English, Grammar, Composition, and SAT Preparatory. Math Assignment-must be able to tutor Algebra, Geometry, Trigonometry, and Calculus.

**NATURE OF WORK:** The purpose of this classification is to tutor elementary, middle, and high school students in order to improve their academic performance in Math and English/Language Arts for Middle/High School students and various courses for Elementary students. Work closely with both Kinship Care Staff and students to determine needs and extent of tutoring required.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Conducts individualized tutorial sessions for students with academic deficiencies; determines what skill areas require additional assistance; designs and implements, exercises and activities to facilitate student's academic improvement; maintains all records required to document student's attendance and academic progress; schedules and conducts bi-monthly conferences with student and care-giver explaining of the student's progress; arranges or assists in arranging various special academic programs which are in a addition to normal tutorial sessions; assists with tutorial program evaluation and success. Performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (5-10 pounds). Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**Please ensure minimum requirements are met before submitting the application. Answer all questions completely and accurately on the employment application. Failure to complete the entire application may result in disqualification or rejection.**

**JOB TITLE: PROGRAM AIDE (PART TIME)**

**DEPARTMENT: SENIOR SERVICES/AGING/KINSHIP**

**SALARY: \$9.00 HOURLY**

**DATE POSTED: 11/21/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; Experience in customer service or social services is preferred. May be required to work up to 25 hours per week.

**NATURE OF WORK:** The purpose of this position is to assist in planning and implementing programs within the Senior Services center Department facilities. This position will lead and assist with recreational activities and instruct classes not requiring a paid instructor. The position requires working with the recreation staff under the direction of a designated supervisor/manager.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Serves as assistant and/or instructor for recreational activities; assists with creation and implementation of programs under the direction of an assigned supervisor; provides responsibility for certain activities during special event days; organizes program supplies and preparing for classes and activities; assists in lay-outs for flyers, posters, and other forms of promotions for programs and services; assists in distribution of brochures and mail out from recreation center; provides assistance, when needed, to maintain senior adult membership; assists senior adults on County sponsored trips; answers phone, provides center tours as assigned; assists new members with applications and membership cards; assists with preparing snacks as necessary; works at other sites as directed by supervisor. Incumbent performs other related duties as required.

Tasks require the ability to exert light to very moderate physical effort in sedentary to light work; may involve some combination of stooping, kneeling, crouching and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (12-20 pounds). Tasks may involve extended periods to time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Under normal conditions essential functions are performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: APPRAISER I**

**DEPARTMENT: TAX ASSESSOR'S OFFICE**

**SALARY: \$32,486 ANNUALLY**

**DATE POSTED: 06/27/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; course work in property appraising; two (2) months previous experience and/or training. Must obtain valid certification of completion of Georgia Revenue Department Certification Appraiser I within one (1) years of employment. Must possess and maintain a valid Georgia driver's license.

**TYPING SPEED: 30 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to determine the fair market value of residential and personal property within Clayton County.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Physically locates parcels and properties; determines parcel numbers; and verify personal property business accounts; measures and sketch new construction and properties being audited; notes changes on properties; review business reporting forms, tax rolls and other tax documents; locates property record card and makes changes; prepares maintenance forms; takes photographs and labels picture sheets; assists taxpayers in field and office; explains Homestead and taxing procedures; prepares for assessment notices; compares values and checks low and high sales; reviews sales rations; prepares documentation for Board of Equalization and Superior Court; calculates land values and property values; troubleshoots returns of value; re-prices land during zoning changes; establishes market adjustment; negotiates with taxpayer directly to obtain value agreements, including preparing Tax Demos; drives County vehicle in the performance of appraisal duties; maintains County vehicle and supplies; researches deeds and splits/combinations; attends meetings, training sessions, and continuing education courses; meets with builder, taxpayer, and tax representative; gathers and submits information to Soil Conservation and maintains contact with Permits and Licenses Department. Performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, walking, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: DEPUTY CHIEF APPRAISER**

**DEPARTMENT: TAX ASSESSOR'S OFFICE**

**SALARY: \$71,941 ANNUALLY**

**DATE POSTED: 01/23/17**

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in business administration, management, or closely related field; supplemented by appraisal classes; supplemented by five (5) years previous experience and/or training that includes appraisal and management. Must possess and maintain valid certification as an Appraiser I, II, III, and IV awarded by the Georgia Department of Revenue. Must be certified in defensive driving. Must possess and maintain a valid Georgia driver's license.

**TYPING SPEED: 30 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to perform highly responsible professional and technical work as Deputy Director of the Clayton's Tax Assessor's Office involving directing, planning, prioritizing, scheduling, and supervising department activities, and assisting on budget proposals.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Coordinates with Chief Appraiser in all phases of property appraisal and tax assessment processes; supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; hires and trains employees; reviews split/lot combinations; assists taxpayers with questions or problems; interprets and applies appropriate guideline for the department; assists with the departmental budget; communicates with Board of Assessors and the Board of Equalization on activities of the department; prepares reports and other projects at the request of the Chief Appraiser; assures the professional development of staff including monitoring the State Revenue Appraiser Certification Program; provides a positive atmosphere conducive to professional development; attends BOA, supervisor, and department meetings; directs division meetings; attends conferences and training sessions; requests inventory and supplies; maintains control (safety/loss) of equipment assigned to division; works with computer center on all upgrades to system; inspects property to verify tax information and to value property; applies accounting practices, such as depreciation, to determine property values; utilizes audit techniques and procedures in reviewing tax documents to value personal property; applies accepted appraisal method to value rural, residential, industrial, and commercial properties; performs appraisals of more complex properties; drives County vehicle in performing appraiser duties, as needed.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors of shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE:** TAG/TITLE TECHNICIAN (PART TIME)

**DEPARTMENT:** TAX COMMISSIONER'S OFFICE

**SALARY:** \$ 9.00 HOURLY

**DATE POSTED:** 12/05/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; one (1) year previous experience and/or training involving tag/title office operations, customer service, typing and general office work preferred.

**TYPING SPEED: 35 WPM PREFERRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to perform clerical work associated with providing customer service, processing tag/title documentation, receiving tax/tag/title fees, issuing tags/decals, and entering data into computer system.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Processes a variety of documentation associated with taxes or other department activities, within designated time frames and per established procedures; distributes documentation or retains records as appropriate; processes mail from dealers and the public; provides customer service at the counter, by telephone, and by mail; provides mail from dealers and the public; provides assistance and information related to department procedures, forms fees, payments or other issues; responds to routine questions, complaints or requests for service; researches problems and initiates problem resolution; verifies and counts daily inventory of license plates, decals, registration cards, temporary operation permits, or other supplies; compares identification numbers. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling ob objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE:** CHIEF ENGINEER/ENGINEERING SERVICES

**DEPARTMENT:** TRANSPORTATION & DEVELOPMENT/ADMINISTRATION

**SALARY:** \$71,941 ANNUALLY

**DATE POSTED:** 12/28/15

**MUST MEET MINIMUM REQUIREMENTS:** Master of Science degree; supplemented by eight (8) years of experience performing transportation engineering work with four (4) years in the appropriate field of which included supervisory duties, OR Bachelor of Science degree; supplemented by ten (10) years of experience performing transportation engineering work in the appropriate field with five (5) years of which included supervisory duties. Preferred candidate will hold a degree in the Civil Engineering field from an ABET (Accredited Board of Engineering & Technology) college or university. Must be a licensed Professional Engineer in the State of Georgia or be able to attain within six (6) months of employment. Preferred candidate for the Engineering Services Chief would hold GSWCC (Georgia Soil & Water Conservation Commission) Level II Design Professional certification. Preferred candidate is self-motivated, results oriented, and committed to providing quality customer service to the citizens of Clayton County. Must possess and maintain a valid Georgia driver's license.

**NATURE OF WORK:** The purpose of this classification is to manage the assigned Division of the Transportation & Development Department. Work involves planning, managing, and overseeing engineering projects, operations, maintenance, and services. Allocates resources; supervises staff; recommends operating policies and procedures; ensures programs, completed projects, and services comply with appropriate standards and relevant project specifications and regulations; and prepares reports on department accomplishments, projects in progress, and projected needs. Work involves independent decisions and judgment while performing a variety of functions essential to the daily operation of the Department. This is a senior management position reporting to the Director/Assistant Director of Transportation and Development.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Provides direction to subordinate staff regarding the execution of projects and tasks; interprets policy, regulations, and codes; and identifies expectations regarding project completion, use of resources, and compliance with specifications and standards. Coordinate with County, state, regional and federal entities to secure funding for improvement projects. Supervises staff directly and through subordinate supervisors; establishes performance expectations; provides and/or coordinates staff training and development; plans, directs, and evaluates work of staff; counsels and disciplines employees; mentors staff members; and completes performance appraisals. Prepares and reviews project bid documents and annual contract documents; reviews, researches, and makes final recommendations for the award of bids to contractors, vendors, and consultants; and reviews and evaluates technical documents and reports submitted by developers, engineers, or private consultants. Plans, manages, and directs assigned transportation and development programs and engineering services, to include land development, road design, surveying, right of way, and street lights/utilities. Plans and directs the use of assigned resources; establishes and recommends engineering program budgets; monitors approved budgets; and identifies current and projected operational needs. Provide technical support and assistance in the planning, development, and implementation of regulations, guidance documents, operating procedures, manuals, contracts, special projects, studies, and evaluations. Develops, analyzes, and/or reviews conceptual designs to address transportation related issues. Reviews and approves final design, material quantities, and cost estimates for projects. Establishes budgets for right of way and construction projects. Perform highly technical designs that subordinate staff cannot perform. Manages and maintains a land development program that meets the State of Georgia, Department of Natural Resources, Environmental Protection Division requirements in order to maintain the issuing authority of Clayton County through the Memorandum of Agreement with the State. Develop construction plans, specifications, special provisions, engineering reports, and cost estimates for surface transportation projects according to established engineering standards and state and federal policies; signs and stamps civil engineering design drawings. Performs other related duties as required.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**REVISED 07/20/16**

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**JOB TITLE:** CHIEF ENGINEER/TRAFFIC ENGINEERING

**DEPARTMENT:** TRANSPORTATION & DEVELOPMENT/ADMINISTRATION

**SALARY:** \$71,941 ANNUALLY

**DATE POSTED:** 06/08/15

**MUST MEET MINIMUM REQUIREMENTS:** Master of Science degree; supplemented by eight (8) years of experience performing transportation engineering work with four (4) years in the appropriate field of which included supervisory duties, OR Bachelor of Science degree; supplemented by ten (10) years of experience performing transportation engineering work in the appropriate field with five (5) of which included supervisory duties. Preferred candidate will hold a degree in the Civil Engineering field from an ABET (Accredited Board of Engineering & Technology) college or university. Must be a licensed Professional Engineer in the State of Georgia or be able to attain within six (6) months of employment. Preferred candidate is self-motivated, results oriented, and committed to providing quality customer service to the citizens of Clayton County. Must possess and maintain a valid Georgia driver's license. Hours are Monday - Friday from 8:00 am to 5:00 pm.

**NATURE OF WORK:** The purpose of this classification is to manage the assigned Division of the Transportation & Development Department. Work involves planning, managing, and overseeing engineering projects, operations, maintenance, and services. Allocates resources; supervises staff; recommends operating policies and procedures; ensures programs, completed projects, and services comply with appropriate standards and relevant project specifications and regulations; and prepares reports on department accomplishments, projects in progress, and projected needs. Work involves independent decisions and judgment while performing a variety of functions essential to the daily operation of the Department. This is a senior management position reporting to the Director/Assistant Director of Transportation and Development.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Provides direction to subordinate staff regarding the execution of projects and tasks; interprets policy, regulations, and codes; and identifies expectations regarding project completion, use of resources, and compliance with specifications and standards. Coordinate with County, state, regional and federal entities to secure funding for improvement projects. Supervises staff directly and through subordinate supervisors; establishes performance expectations; provides and/or coordinates staff training and development; plans, directs, and evaluates work of staff; counsels and disciplines employees; mentors staff members; and completes performance appraisals. Plans, manages, and directs all Traffic Engineering programs and services to include traffic signal installation, maintenance, and repair; traffic control plans and designs; traffic operations; ITS (Intelligent Transportation Systems) operations; roadway and pavement marking; traffic data collection; and sign fabrication and installation in accordance with County policies and the MUTCD (Manual on Uniform Traffic Control Devices). Plans and directs the use of department resources; monitors approved budgets; identifies current and projected operational needs. Analyzes and reviews traffic engineering requests; assesses and prioritizes traffic engineering projects; and establishes project and workload schedules. Prepares work orders and/or approves work orders by others. Recommends traffic improvements based upon data management, data analysis, and other engineering assessments. Reviews and approves traffic engineering recommendations, plans, and designs prepared by staff, private consultants, and/or state transportation officials including capacity analysis, traffic impact analysis, operation analysis, traffic modeling, crash/safety studies, traffic signal warrants, signal plans, fiber optic cable system, and ITS system components. Performs other related duties as required.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**REVISED 07/20/16**

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**JOB TITLE:** CIVIL ENGINEER INSPECTOR I

**DEPARTMENT:** TRANSPORTATION & DEVELOPMENT/ADMINISTRATION

**SALARY:** \$35,880 ANNUALLY

**DATE POSTED:** 04/06/15

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; completion of a certificate program at a Technical College in a related field; four (4) years of experience performing maintenance and construction work (one (1) of which include supervisory duties), OR High school diploma or GED; eight (8) years of experience performing maintenance and construction work (two (2) of which include supervisory duties). Must possess and maintain a valid Georgia driver's license. Preferred candidate holds a certification as a Flagman, a Work Zone Traffic Control Supervisor, and an Erosion Control Inspector.

**NATURE OF WORK:** The purpose of this classification is to perform entry level work in the inspection of County Transportation and Development projects. Work involves conducting inspections of assigned projects and proposed project sites; to ensure quality construction through compliance with specifications and applicable ordinances, codes, and regulations; consulting with contractors regarding work in progress, compliance with plans and specifications, and needed corrective actions. Work is performed under the close direction of a lead inspector or supervising engineer who monitors and inspects work while in progress and upon completion.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Conducts inspections of County Transportation and Development projects; examines work in progress; performs engineering calculations necessary to determine compliance of project components, such as elevation, grading, alignment, distances, run off, etc.; ensures projects comply with established guidelines, specifications, project plans, applicable codes, regulations, and standards; identifies noncompliance and reviews designs in order to identify needed corrective actions; consults with contractors and engineers regarding compliance issues and needed corrective actions, resolves routine technical problems on a day-to-day basis; maintains records and diaries of project inspections, findings, corrective actions, meetings, progress, etc.; prepares reports of inspection activities and productivity; and writes letters and correspondence regarding project status, inspection findings, and needed corrective actions; performs a variety of administrative duties in support of inspection work to include scheduling assigned inspections, maintaining inspection logs, and maintaining related records. Performs other related duties as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 07/20/16**

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**JOB TITLE: CIVIL ENGINEER INSPECTOR III**

**DEPARTMENT: TRANSPORTATION AND DEVELOPMENT/ADMINISTRATION**

**SALARY: \$43,770 ANNUALLY**

**DATE POSTED: 05/16/16**

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor of Science degree; supplemented by two (2) years of experience performing maintenance and construction work (one (1) of which include supervisory duties); OR Associates degree; supplemented by five (5) years of experience performing maintenance and construction work (two (2) of which include supervisory duties); OR High school diploma or GED; completion of a certificate program at a Technical College in a related field; supplemented by eight (8) years of experience performing maintenance and construction work (three (3) of which include supervisory duties); OR High school diploma or GED; supplemented by twelve (12) years of experience performing maintenance and construction work (five (5) of which include supervisory duties. Must possess and maintain a valid Georgia driver's license. Preferred candidate would hold certification as a Flagman, a Work Zone Traffic Control Supervisor, and an Erosion Control Inspector. Hours are Monday - Friday from 7:30 am to 4:30 pm.

**NATURE OF WORK:** The purpose of this classification is to perform advanced level work in the inspection of County Transportation and Development projects. Work involves conducting inspections of assigned projects and proposed project sites; to ensure quality construction through compliance with specifications and applicable ordinances, codes and regulations; consulting with contractors regarding work in progress, compliance with plans and specifications, and needed corrective actions. Work is performed under the general direction of a supervising engineer who monitors and inspects work while in progress and upon completion.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** With limited supervision conducts inspections of County Transportation and Development projects; examines work in progress and proposed project sites. Inspections address all aspects of project pre-construction, construction and completion, base construct ability, grading, subgrade, drainage, erosion and sediment control measures, curbs, driveways, pipes, material quantities and qualities, traffic control and work zone safety, etc. Perform engineering calculations necessary to determine compliance of project components, such as elevation, grading, alignment, distances, run off, spread rate, volume, etc. Ensures projects comply with established guidelines, specifications, project plans, applicable codes, regulations and standards. Identifies non-compliance and reviews design in order to identify needed corrective actions. Perform measurements for contractor payment up to and including surveying tasks as part of inspection work; conducts materials testing in the field and ensures materials meet standards and specifications; tests base compaction; tests concrete for air entrainment; takes soil, aggregate, asphalt, and concrete samples for laboratory tests.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 07/20/16**

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**JOB TITLE:** CIVIL ENGINEER II

**DEPARTMENT:** TRANSPORTATION & DEVELOPMENT/ADMINISTRATION

**SALARY:** \$53,394 ANNUALLY

**DATE POSTED:** 09/14/15

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in civil engineering or a closely related field; supplemented by two years of experience in public works engineering. Must possess and maintain valid Georgia driver's license. Hours are Monday - Friday 7:30 a.m. - 4:30 p.m.

**NATURE OF WORK:** The purpose of this classification is to perform professional, technical and administrative duties for the County's Transportation and Development Department. Work involves administering engineering projects and/or programs; reviewing and/or preparing plans and drawings; and obtaining, analyzing and interpreting engineering data for use in project planning and development.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Administers assigned projects and/or programs pertaining to transportation and/or development. Examples of projects/programs include sign inventory program, county recycling program, zoning permitting, roadway re-striping program, street name change project, feasibility studies, etc. Conducts inspections on projects to ensure compliance with plans and specifications; consults with contractors regarding work in projects. May supervise subordinate technicians, which involves assigning work, providing guidance and direction and reviewing work. Obtains, analyzes, interprets and applies engineering data for use in project plans; examples include: survey and staking job sites, tax and property ownership research, impact/feasibility studies, environmental studies, traffic studies, etc.; prepares reports, recommendations, summaries, and correspondence regarding findings and results. Reviews and/or develops plans for assigned transportation and development projects; may specialize in a design or engineering area such as erosion control, construction inspection, traffic engineering, landfill operations or drainage; ensures plans adhere to applicable ordinances, regulations, accepted practices, and engineering principles. Inspects on going project work as assigned and ensures compliance with project specifications, standards and applicable regulations. Works with legal counsel or state legislature, as needed, to establish the Land Trust Development qualifications for Land Trust Board members for the County Commissioners to appoint. Prepares correspondence, presentation materials, productivity reports, project cost estimates, statistics and other documents pertaining to assigned programs and responsibilities. Performs GIS database development and management activities. Acts as a local Network/IT point-of-contact person for department. Maintains Storm Water databases/GIS Layers. Orchestrates Greenspace Trust Board meetings. Conducts floodplain location inquiries, as needed, and relays information to the public. Performs other related duties as required.

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 07/20/16**

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**JOB TITLE:** CIVIL ENGINEER III

**DEPARTMENT:** TRANSPORTATION & DEVELOPMENT/ADMINISTRATION

**SALARY:** \$58,973 ANNUALLY

**DATE POSTED:** 05/16/16

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in civil engineering or a closely related field; supplemented by two (2) years of experience performing professional engineering work which includes use of computers, engineering software and CAD equipment, and supervising staff. Must possess and maintain valid Georgia driver's license. Hours are Monday - Friday from 7:30 am to 4:30 pm.

**NATURE OF WORK:** The purpose of this classification is to perform professional, supervisory and administrative duties for the County's Transportation and Development department. Work involves reviewing and/or preparing designs, plans and drawings for assigned projects; obtaining, analyzing and interpreting engineering data for use in project planning and development; and supervising subordinate engineering staff. Ensures projects comply with all applicable standards, regulations, engineering principles, specifications and budgets.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Perform professional engineering work for assigned projects and/or programs pertaining to transportation and/or development. Examples of assigned projects/programs include signing and pavement marking program, construction inspection, roadway and drainage design, signal operation design, surveying and property documentation, traffic data collection, etc. Work requires considerable knowledge of department programs and services; and of the standards, policies and procedures which govern project planning, design and construction. Supervises subordinate staff engaged in technical and engineering support functions such as drafting, surveying, traffic data collection, project inspection, etc; assigns work; provides guidance and direction; resolves work place issues; counsels employees; provides and/or coordinates professional development; and evaluates performance. Obtains, analyzes, interprets and applies engineering data for use in planning and designing projects; examples include: survey and staking job sites, tax and property ownership research, impact/feasibility studies, environmental studies, traffic studies, etc.; prepares reports, recommendations, summaries, and correspondence regarding findings and results. Reviews and/or develops plans for assigned transportation and development projects; may specialize in a design or engineering area such as erosion control, traffic engineering and/or landfill grades/drainage. Reviews plans, project designs, engineering data, and project financial records and conducts on-site inspections of on going project work; and ensures plans and projects comply with specifications, applicable ordinances and regulations, construction standards, environmental standards and regulations, approved budget, accepted construction methods and engineering principles. Prepare correspondence, presentation materials, productivity reports, statistics and other documents pertaining to assigned programs and responsibilities. Use computer graphics and artwork software in preparing materials. Prepare documents for distribution to the appropriate parties including other departments, state and federal agencies, contractors, the general public, etc. Inspects disaster areas for GEMA requirements and prepares reports of findings, estimates, etc. Coordinate with GEMA for reimbursements. Performs other related duties as required.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 07/20/16**

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**JOB TITLE: CREW WORKER I**

**DEPARTMENT: TRANSPORTATION & DEVELOPMENT/ADMINISTRATION**

**SALARY: \$22,942 ANNUALLY**

**DATE POSTED: 05/31/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; little or no previous experience. Must possess and maintain a valid Georgia driver's license. Hours are Monday - Friday 7:30 am to 4:30 pm.

**NATURE OF WORK:** The purpose of this classification is to perform manual and unskilled work as part of a crew engaged in transportation and development projects. Work is physical in nature and under the direct supervision of a foreman or supervisor who closely monitors and inspects work while in progress and upon completion.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Construction, maintain and repair County streets, curbs, sidewalks and right of way through manual labor and the use of varied hand and power tools and equipment. Duties include flagging traffic, shoveling gravel, cleaning ditches, mixing and pouring concrete, laying asphalt, patching potholes, installing erosion control, mowing and landscaping; uses a variety hand and power tools and equipment to perform a assigned duties, including rakes, shovels, picks, hammers, post hole diggers, brooms, chain saws, chipper, mowers, weed eaters, air compressors, generators, tampers, jackhammers, etc.; cuts trees, brush, and grass within the right of way of County roads as assigned; cleans in and around work/job sites; picks up and removes debris; picks up and transports materials, tools, and supplies; cleans and washes equipment and tools. Performs other related duties as required.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling and that generally involves lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE: ENGINEERING TECHNICIAN I**

**DEPARTMENT: TRANSPORTATION AND DEVELOPMENT/ADMINISTRATION**

**SALARY: \$26,630 ANNUALLY**

**DATE POSTED: 03/21/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; two (2) years of experience using hand tools, and general construction; fabricating signs preferred. Must possess and maintain a valid Georgia driver's license. Hours are: Monday - Friday from 7:30 am to 4:30 pm.

**NATURE OF WORK:** The purpose of this classification is to perform entry-level skill manual labor in providing field support to supervisors, other engineering technicians, and engineers on road construction and traffic engineering projects.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Loads equipment, tools and supplies required for assigned work; fuels truck; drives to job site; sets up equipment; flags and directs traffic and places temporary traffic control devices around project/work site to ensure safety of crew and the traveling public; fabricates basis road and parking signs using various hand tools; stocks signs in storeroom, and retrieves for installation; removes and replaces old signs and/or installs new sign posts and erect sign; assists with the installation of lines on road and parking lots with paint and thermoplastic traffic markings; loads paint and thermoplastic material into machines; assists with basic construction and maintenance activities related to traffic signals, warning flashers, and surveillance cameras; assists higher level technician and engineering position as needed; maintains and cleans equipment and vehicle. Performs manual labor work as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and that generally involve lifting, carrying, pushing and/or pulling of moderately heavy objects and material (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: ENGINEERING TECHNICIAN IV**

**DEPARTMENT: TRANSPORTATION & DEVELOPMENT/ADMINISTRATION**

**SALARY: \$35, 880 ANNUALLY**

**DATE POSTED: 03/07/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; completion of a certification program at a Technical college in a related field; supplemented by four (4) years of experience using hand tools, general construction, to include one (1) year of project management experience; OR High school diploma or GED; supplemented by eight (8) years of experience using hand tools, general construction, to include two (2) years of project management experience. Must possess and maintain a valid Georgia driver's license. Preferred candidate would hold a certification as a Flagman and a Work-Zone Traffic Control Supervisor. Hours are Monday-Friday 7:30 a.m. - 4:30 p.m.

**NATURE OF WORK:** The purpose of this classification is to perform intermediate level skilled technical work in providing field support to supervisors, other engineering technicians, and engineers on road construction, traffic, construction inspections or survey projects. Work requires familiarity with engineering specifications, construction standards or department procedures as they relate to assigned duties. At times, must be able to work independently in applying these rules and procedures to a variety of work situations and problems. Work is performed under the general direction of a lead worker, direct supervisor, or engineer who closely monitors and inspects work while in progress and upon completion.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Leads the installation of lines on roads and parking lots with paint and thermoplastic traffic markings. Fabricates road and parking signs using various hand tools; maintains material and equipment inventory. Designs intermediate complexity signs using a computer. Installs signs and markings according to Manual on Uniform Traffic Control Devices (MUTCD) requirements. Performs data collection in the field that may involve manual or automatic counting of traffic to determine volume, speed, or delay of vehicles. Performs collection of miscellaneous roadway data features for Geographic Information System (GIS). Uses automatic data recording devices such as radar gun or traffic recorder. Assists with traffic studies. Records data collected in the field regarding road inspection work, inventory data, traffic studies, and other information onto log sheets and maps for documentation. Serves as the leader for traffic data collection in the field that may involve manual or automatic counting of traffic to determine volume, speed, or delay of vehicles. Ensures quality and reliable acquisition of traffic data on a routine schedule. Retrieves traffic data from electronic devices and translates the data into the proper format. Maintains electronic and hard files on current and past traffic count data. Works with basic functions of a traffic signal controller and related electronics. Assists Signal Technicians with troubleshooting of basic signal operation parameters remotely from the Transportation Control Center (TCC). Monitors daily traffic operations utilizing basic elements of the TCC. Performs basic Transportation Control Center (TCC) operational and maintenance activities including operation of surveillance cameras and variable message signs. Assists with troubleshooting network communication functions of the TCC and traffic signal network. Assists with maintenance and operation of communication equipment. Reviews field locations for construction activities by utilities. Assists with the issuance of permits and daily operations of the Utility Section. Assists with the County's compliance with the "Call before you dig" law by the Utility Protection Center. Assists with the field location and marking of County utility facilities. Prepares intermediate level drawings of construction projects, intersections, signal layouts, pavement markings, and other projects using automated drawing/drafting equipment and incorporating information from previously developed plans, sketches, notes, and other sources of information. Performs intermediate level survey related tasks. Assists with property surveys, topographic surveys, and construction layouts. Performs other related duties as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and that generally involves lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 07/20/16**

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**JOB TITLE:** ENGINEERING TECHNICIAN V

**DEPARTMENT:** TRANSPORTATION & DEVELOPMENT/ADMINISTRATION

**SALARY:** \$39,629 ANNUALLY

**DATE POSTED:** 03/21/16

**MUST MEET MINIMUM REQUIREMENTS:** Associate's degree in related field; supplemented by three (3) years experience using hand tools, general construction, including one (1) year of project management experience; OR High school diploma or GED; completion of a certificate program at a Technical college in a related field; supplemented by six (6) years experience using hand tools, general construction, including two (2) years of project management experience; OR High school diploma or GED; supplemented by ten (10) years experience using hand tools, general construction, including four (4) years of project management experience. Must possess and maintain a valid Georgia driver's license. Preferred candidate would hold certification as a Flagman and a Work Zone Traffic Control Supervisor. Work is performed under the general direction of a supervising engineer who monitors and inspects work while in progress and upon completion. Hours are Monday - Friday from 7:30 am to 4:30 pm.

**NATURE OF WORK:** The purpose of this classification is to perform a variety of technical engineering related work and providing field support to supervisors, other engineering technicians, and engineers on road construction, road design/survey, traffic engineering, and utility construction projects. Work requires familiarity with engineering specifications, construction standards, or department procedures as they relate to assigned duties. Frequently, must be able to work independently in applying these rules and procedures to a variety of work situations and problems.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Assist in the planning, prioritizing, and scheduling of assigned projects and tasks. Assist with the design of roadway and parking lot pavement markings. Fabricate complex road and parking signs using various hand tools. Designs intermediate to complex signs using a computer. Install signs and markings according to Manual on Traffic Control Devices (MUTCD) requirements. Use automatic data recording devices such as radar gun or traffic recorder. Perform collection of miscellaneous roadway data features for Geographic Information System (GIS). Perform traffic studies. Perform inspections of roadway features and elements; compare conditions to established standards; record/document characteristics and deficiencies; propose repair, maintenance, and improvement methods; and monitor progress. Records data collected in the field regarding inspection work, inventory data, traffic studies, and other information onto log sheets, spreadsheets, computer programs, and/or maps for documentation. Assist Signal Technicians with troubleshooting of intermediate signal operation parameters remotely from the Transportation Control Center (TCC). Perform Transportation Control Center (TCC) operational and maintenance activities including operation of surveillance cameras, variable message signs, basic traffic signal timing modifications, fiber optic cable communication troubleshooting, and basic surveillance camera repairs. Performs other related duties as required.

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and that generally involves lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE: EQUIPMENT OPERATOR I**

**DEPARTMENT: TRANSPORTATION & DEVELOPMENT/ADMINISTRATION**

**SALARY: \$27,987 ANNUALLY**

**DATE POSTED: 10/10/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school or GED; two (2) years of experience operating and driving equipment in support of maintenance projects. Must possess and maintain a valid Georgia driver's license. Preferred candidate would possess and maintain a Commercial driver's license (CDL) and hold certification as a Flagman. Hours are Monday - Friday from 7:30 am to 4:30 pm.

**NATURE OF WORK:** The purpose of this classification is to drive/operate equipment in support of Transportation and Development maintenance and construction projects. Work involves loading, and unloading materials at work sites; and operating equipment and vehicles for assigned project tasks. In addition positions in this class perform functions which require a moderate level of skill to maneuver equipment mechanisms and attachments and/or to move equipment in and around confined spaces. Work is performed under the supervision of a higher level operator, foreman, or supervisor who closely monitors and inspects work while in progress and upon completion.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Drives and operates a variety of trucks and equipment for the purpose of constructing, maintaining and repairing roads, curbs, sidewalks within the County rights of way or easements; conducts pre-trip inspections; fuels trucks; loads and secures materials on trucks; spreads materials; and conducts post-trip inspections; for assigned project tasks, operates tractors with mounted equipment such as a mower or broom, rollers, pavers, bobcats, and other motorized equipment; operates small or light equipment such as chain saw, jack hammers, hand and power tools; cuts grass, brush and grass within County rights of way; picks up litter and debris from roads and right of way; cleans ditches and drains; picks up leaves; flags and directs traffic and places markers, signs and cones around project/work site to ensure safety of crew and the traveling public; performs preventive maintenance and minor operator repairs on tools, equipment, and vehicles. Performs other related duties as required.

Tasks require the regular sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**JOB TITLE: EQUIPMENT OPERATOR II**

**DEPARTMENT: TRANSPORTATION & DEVELOPMENT/ADMINISTRATION**

**SALARY: \$30,911 ANNUALLY**

**DATE POSTED: 02/03/14**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; five (5) years of experience operating and driving equipment in support of maintenance projects. A valid Georgia Commercial driver's license (CDL) with appropriate endorsement(s) depending on type of equipment/vehicle operated is preferred. May be required to be certified by the Criminal Justice Department to supervise inmates. Preferred candidates would hold certification as a Flagman. Hours are Monday - Friday from 7:30 am to 4:30 pm.

**NATURE OF WORK:** The purpose of this classification is to drive/operate heavy construction equipment to perform work on Transportation and Development maintenance and construction projects. Positions in this class operate track or rubber tired construction equipment with specialized functions. Work requires a high level of skill, dexterity and finesse and involves performing to exacting tolerances and specifications. Work is performed under the supervision of a higher level operator, foreman, or supervisor who frequently monitors and inspects work while in progress and upon completion.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Drives and operates heavy track or rubber-tired construction equipment which requires a high degree of skill and dexterity and performing tasks to exacting tolerances and specifications; examples of equipment operated by this classification include: bulldozers, front-end loaders, track hoes, backhoes, lowboys, milling machines, paving machines and tractor/trailers; work is performed for the purpose of maintaining and repairing roads, shoulders, parking lots, etc; clears and logs trees; distributes asphalt; sets and compacts bases; performs skilled trenching, operate ice removal equipment, etc.; operates smaller vehicles and equipment as needed, to include dump trucks, chippers, chain saws, jack hammers, hand and power tools; cuts trees, brush and right of ways; cuts and mows grass; picks up litter and debris from streets and right of way; cleans ditches and drains; picks up leaves; flags and directs traffic and places markers, signs and cones around project work site to ensure safety of crew and the traveling public; supervises inmates as assigned; provides limited guidance to crew workers and less experienced equipment operators. Performs other related duties as required.

Tasks require the regular sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE: PUBLIC WORKS FOREMAN**

**DEPARTMENT: TRANSPORTATION & DEVELOPMENT/ADMINISTRATION**

**SALARY: \$35,880 ANNUALLY**

**DATE POSTED: 02/03/14**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; completion of a certificate program at a Technical college in a related field; supplemented by four (4) years of experience performing maintenance and construction work (three (3) of which include supervisory duties); *OR* High school diploma or GED; supplemented by eight (8) years of experience performing maintenance and construction work (four (4) of which include supervisory duties). Must possess and maintain a valid Georgia Commercial driver's license (CDL). Must hold a certification as a Flagman. Preferred candidate would hold a certification as a Workzone Traffic Control Supervisor and an Erosion Control Inspector. Hours are Monday - Friday from 7:30 am to 4:30 pm.

**NATURE OF WORK:** The purpose of this classification is to provide on-site supervision to assigned crew performing manual labor, maintenance, and construction work for the purpose of maintaining and repairing county roads, curbs, shoulders, and sidewalks within Clayton County rights-of-way. Assigns work to crew members; supervises site operations; ensures work is performed in a safe and efficient manner and results in quality work products; and responds to questions and complaints from citizens, County personnel, and other interested parties regarding project scope, status, and completion. Work requires some independent decisions and judgment while operating under the supervision of a supervisor who occasionally monitors work in progress and inspects work upon completion.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Plans, coordinates, and supervises daily operations and work of assigned work crew engaged in Transportation and Development maintenance and construction projects; conducts work site surveys; reviews project priority lists; supervises daily crew operations, assigns work to crew members, resolves work place issues, participates in the performance evaluation process for assigned personnel, recommends disciplinary, and other personnel actions as appropriate; calculates material quantities, obtains and issues necessary materials, equipment, and supplies, transports resources (crews, equipment, and materials) to sites. Oversees work in progress, and ensures work adheres to quality and safety practices. Assists with the coordination of work with outside contractors; reads and interprets blueprints, technical manuals, schematics, specifications, construction drawings, and surveys; determines type and application of equipment to use in various construction, maintenance, and repair operations; guides equipment operators/truck drivers to facilitate alignment, movement, and adjustment of machinery, equipment, and materials; prepares a variety of reports on assigned projects, to include reports documenting work activities, materials used and project status. Contributes information to Division's daily activity planning reports as well as various reports documenting work performed; performs a variety of public relations and communication duties such as notifying the public of scheduled projects; ensuring public awareness through the placement of safety signs around projects; responding to questions and complaints from the public and other interested parties. Performs other related duties as required.

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**REVISED 07/20/16**

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**JOB TITLE: PUBLIC WORKS SUPERINTENDENT**

**DEPARTMENT: TRANSPORTATION & DEVELOPMENT/ADMINISTRATION**

**SALARY: \$48,343 ANNUALLY**

**DATE POSTED: 02/29/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; three (3) years of progressively responsible experience supervising work crews and the execution of public works projects. Must possess and maintain a valid Georgia driver's license. Hours are Monday-Friday 7:30 a.m. - 4:30 p.m.

**NATURE OF WORK:** The purpose of this classification is to plan and manage the operations, work crews, and resources of public works maintenance and construction projects. Work involves coordinating and scheduling projects; supervising assigned crews directly and through subordinate crew leaders; determining and/or projecting project costs, materials estimates, and time frames, identifying and obtaining needed resources; monitoring project progress and compliance; and preparing related program and operational reports.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Works with Public Works Manager and engineers to formulate assigned construction and maintenance projects; analyzes plans and field survey descriptions as assigned; prepares job cost analyses; assists with pre-construction inspections; provides recommendations regarding appropriate practices, techniques and materials for projects; plans, prioritizes and schedules maintenance and construction projects; assigns projects to subordinate work crews; provides directions regarding project objectives, expectations, specifications, and standards; monitors work to ensure adherence to same; supervises staff directly and through subordinate crew leaders; establishes performance expectations; provides and/or coordinates staff training and development; counsels and disciplines employees; completes employee performance appraisals; reviews reports submitted by subordinate supervisors; monitors and assesses the progress and work product of staff; identifies needed operational changes; prepares administrative forms, monthly reports, budget information, and other program information and submits to manager and other County officials as required; monitors crews' use of materials, equipment and resources; ensures equipment is properly maintained; submits request for additional resources as needed; responds to questions, complaints and issues raised by the general public, contractors, County officials, and other interested parties. Performs other related duties as necessary.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**REVISED 07/20/16**

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**JOB TITLE:** SYSTEMS ADMINISTRATOR/T&D

**DEPARTMENT:** TRANSPORTATION & DEVELOPMENT/ADMINISTRATION

**SALARY:** \$ 48,343 ANNUALLY

**DATE POSTED:** 02/03/14

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's degree in Computer Science, Data Processing, or closely related field; supplemented by two (2) years of previous experience and/or training involving managing Windows servers, computer programming, end user training, personal computer installation of both hardware and software, and computer operation. Must possess and maintain a valid Georgia driver's license. Preferred candidate is familiar with transportation/public works operating environment. Hours are Monday - Friday from 8:00 am to 5:00 pm.

**NATURE OF WORK:** The purpose of this classification is to perform technical work associated with data management, retention, analysis, retrieval; application support, analysis, and operation; work flow processes, systems and office procedures in order to support and improve accuracy, efficiency, timelines, and quality of departmental operations and delivery of services.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Identifies, defines, coordinates, and prioritizes data and software needs of the Transportation and Development Department; interacts with users to define details of work flow; input data, output requirements, and internal controls, and to determine computer system requirements; develops and reviews department reports/charts and studies work flow methods/procedures to evaluate strengths/weaknesses of existing systems; recommends solutions to data processing needs, such as development of applications and/or purchase of software/hardware. Supports/maintains/enhances existing computer applications to meet changing requirements of users; conducts research to determine how modifications will affect existing software applications. Identify technology improvements opportunities to improve operations and delivery of services. Develop, maintain, improve, oversee department wide data management guidelines, processes and polices. Act as a liaison between the department and software vendors concerning operation, problems, enhancements, etc. Provides support to users including intensive application training, information, support, and assistance regarding software applications, computer operations, procedures, problems, upgrades, and other related issues. Maintains a working knowledge of a variety of computer operating systems and software programs, which may include MS Windows products, MS Office products, Geographic Information Systems (GIS), SQL and other database programs, word processing, spreadsheets, desktop publishing, e-mail, instant messaging, client access, utilities, information retrieval, report generation, communications, diagnostic, graphical, engineering software, and other programs. Provides input and/or performs research on software and equipment purchases. Diagnoses/repairs problems related to application operation and processing, troubleshoots errors with computers, servers, networks, printers, and other peripherals. Communicate with supervisors, employees, users, other departments, vendors, outside companies, the public, and other individuals as needed to coordinate work activities' review status of work, exchange information, or resolve problems. Maintains an awareness of new products, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate. Performs other related duties as required.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

**TO APPLY:** Applications may be submitted on-line at our County Website **until the position is filled.**

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**REVISED 07/20/16**

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**JOB TITLE: TRUCK DRIVER I**

**DEPARTMENT: TRANSPORTATION & DEVELOPMENT/ADMINISTRATION**

**SALARY: \$27,987 ANNUALLY**

**DATE POSTED: 03/09/16**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; two (2) years of experience operating and driving dump trucks. Must possess and maintain a valid Georgia Commercial driver's license (CDL). Preferred candidate would hold certification as a Flagman. Hours are Monday - Friday from 7:30 am to 4:30 pm.

**NATURE OF WORK:** The purpose of this classification is to drive and operate various size trucks to move materials and equipment as necessary to perform work on Transportation and Development maintenance and construction projects. Work requires a moderate level of skill, dexterity and finesse and involves performing to exacting tolerances and specifications. Work is performed under the supervision of a foreman or supervisor who monitors and inspects work while in progress and upon completion.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Drives and operates single and tandem axel dump trucks to transport materials, equipment, and supplies to and from work sites; loads, transport, and unload material, equipment, tools at appropriate locations; drives truck equipped with dump body to transport and dump loose materials, such as sand, gravel, crushed rock, bitumious paving materials, and debris; pulls levers or turns crank to tilt body and dump contents; moves hand and foot controls to jerk truck forward and backward to loosen and dump material adhering to body; drives off road, operate in heavy traffic conditions, and in confined spaces; flags and directs traffic and places markers, signs and cones around project work site to ensure safety of crew and the traveling public; performs preventive maintenance and minor repairs on tools, equipment and vehicles; maintains cleans, and secures all equipment; performs daily safety and maintenance pre-trip and post-trip inspections; ensures material and equipment is safely and securely loaded in a responsible manner. Performs other related duties as required.

Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**REVISED 07/20/16**

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**JOB TITLE:** FLEET MANAGER

**DEPARTMENT:** TRANSPORTATION & DEVELOPMENT/FLEET MAINTENANCE

**SALARY:** \$50,806 ANNUALLY

**DATE POSTED:** 03/14/16

**MUST MEET MINIMUM REQUIREMENTS:** Bachelor's Degree in Public Administration, Business Management, Automotive Technology, or related field; supplemented by three (3) years previous management experience preferably in a Fleet Maintenance or vehicle mechanics operation; *OR* Vocational Certificate in vehicle mechanics, Fleet Maintenance or related field; supplemented by six (6) years previous management experience preferable in a Fleet maintenance or vehicle mechanics operation. Preferred candidate would be a Certified Automotive Fleet Manager (CAFM), hold Automotive Service Excellence (ASE), have Original Equipment Manufacturer (OEM) training, possess extensive knowledge of the operating and maintenance principles of gasoline and diesel powered vehicles and equipment, have experience in a large scale automotive, industrial, and construction equipment fleet operation, and be familiar with fuel management and Environmental Protection Agency (EPA) guidelines. Hours are Monday-Friday 7:30 a.m.-4:30 p.m.

**NATURE OF WORK:** The purpose of this classification is to manage the Fleet Maintenance Division of the Transportation and Development Department. Work involves planning, managing, and overseeing operations, maintenance, and services. Allocates resources; supervises staff; recommends operating policies and procedures; ensures programs, activities, and services; comply with appropriate standards, specifications, and regulations; and prepares reports on department accomplishments, activities in progress, and projected needs. Work requires independent decisions and judgement while performing a variety of functions essential to the daily operation of the Department. This is a senior management position reporting to the Director/Assistant Director of Transportation and Development.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Supervises, directs and evaluates assigned staff, assists in processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals. Conducts job interviews and makes recommendations when hiring mechanics and other personnel. Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; ensures efficient shop operation; assists with complex/problem situations and provides technical expertise; oversees vehicle and equipment maintenance and repair work, ensuring work meets required standards and is performed efficiently and effectively with the highest level of quality and service. Reviews daily work order logs and preventive maintenance schedules of vehicles and equipment to ensure maximum employee productivity and minimal vehicle down time; assures priority repairs to emergency vehicles. Assists the Director in ensuring departmental compliance with all applicable codes, including OSHA, EPA, NFPA, laws, rules, regulations, standards, policies and procedures; ensure adherence to established safety procedures; initiates any actions necessary to correct deviations or violations; serves as the departmental Safety Coordinator. Assists the Director in consulting with Chairman of Board of Commissioners, representatives of the Fire, Police, Sheriff and Transportation & Development Departments and other officials to review department activities, receive advice, provide recommendations and resolve problems. Assists in coordinating work activities with department liaisons, service providers, vendors or others as needed; assists other departments with budget preparation in relation to fleet maintenance services; assists department with specifications and purchase of vehicles and equipment. Performs other related duties as required.

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**REVISED 07/20/16**

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**JOB TITLE:** MECHANIC, SENIOR

**DEPARTMENT:** TRANSPORTATION & DEVELOPMENT/FLEET MAINTENANCE

**SALARY:** \$32,486 ANNUALLY

**DATE POSTED:** 09/19/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED with vocational training in auto mechanics or a related field; supplemented by three (3) years of experience in auto mechanics and/or equipment repair work. Must possess and maintain a valid Georgia driver's license; some positions may require a Commercial driver's license and certification in air conditioning repair.

**NATURE OF WORK:** The purpose of this classification is to perform skilled work in the repair and maintenance of County vehicles and equipment. Work involves performing preventive maintenance; diagnosing vehicle problems; removing and repairing or replacing defective parts, and repairing body damage. Employees use a variety of diagnostic, mechanic and hand tools.

**SOME OF THE ESSENTIAL JOB INCLUDE:** Performs maintenance, repair, and service work on a variety of County vehicles and equipment, including County cars and trucks, Emergency Medical Services vehicles, fire fighting equipment, etc.; work involves a wide range of duties from preventive maintenance and minor parts replacement to more complex diagnostic and repair work such as engine rebuilding, electrical troubleshooting, etc.; diagnoses vehicle and equipment problems; identifies needed repair; obtains parts, materials, and supplies; and performs needed repairs, troubleshooting, tuning, and parts replacement; troubleshoots, rebuilds, and replaces engines, brakes, rotors and turn rotors; troubleshoots electrical, suspension, and steering systems; replaces fan belts, spark plugs, oil, and tires; replaces or cleans air filters; replaces or charges batteries; replaces, adjusts, or repairs carburetors and related units; and makes repairs to clutches, axles, and bearings, and related units; performs welding on automotive and vehicle body parts, and fabricates metal parts needed for maintenance or repair work; prepares vehicle maintenance reports, records, and logs of work performed, parts used and replaced and hours. Performs other related duties as required.

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**JOB TITLE: SERVICE WRITER**

**DEPARTMENT: TRANSPORTATION & DEVELOPMENT/FLEET MAINTENANCE**

**SALARY: \$30,011 ANNUALLY**

**DATE POSTED: 01/10/17**

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED with vocational training in auto mechanics or a related field; supplemented by three (3) years of experience performing automotive and equipment repair work. Must possess and maintain valid Georgia driver's license. Hours are Monday - Friday 7:30 a.m. to 4:30 p.m.

**NATURE OF WORK:** The purpose of this classification is to ascertain automotive problems and services by listening to customer's description of problems; conducting inspections; checking vehicle maintenance records; examining service schedules. Maintains customer rapport by providing excellent customer service.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Prepares service repair work orders. Plans, prioritizes, and schedules vehicle maintenance and repair work; prioritizes work orders; assigns work to mechanics; provides direction regarding techniques, expectations, specifications, and standards; and monitors work to ensure adherence to same; reviews and inspects maintenance and repair work in progress and upon completion; ensures employees are adhering to approved work techniques and safety practices; and ensures work products meet project specifications and quality standards; prepares and/or reviews vehicle maintenance reports, records, and maintains logs of work performed, parts used and/or replaced, and labor hours; enter data into the department's automated system to track work orders and work completed; must adhere to monthly close out procedure for the department billing; tracks preventative maintenance schedules, account for vehicles needing emissions, and ones that have been completed; check and log in all incoming vehicles on the "Work Line" for repairs; calls and informs customers when their vehicles are ready; responds to calls from County personnel in need of roadside assistance and responds to questions from personnel in other departments. Performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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### **REVIEW THE AUTOMATIC APPLICATION DISQUALIFIERS**

**JOB TITLE:** COMMUNICATIONS CALL TAKER (PART TIME)

**DEPARTMENT:** 911 COMMUNICATIONS CENTER

**SALARY:** \$15.11 HOURLY

**DATE POSTED:** 10/03/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED. Must be at least 18 years of age. Must obtain and maintain State of Georgia Telecommunications, Emergency Medical Dispatch, Cardiopulmonary Resuscitation (CPR), and First Aid certifications. Must be able to pass a background investigation and obtain GCIC/NCIC certification within one (1) year of hire date. May be required to attain and maintain additional certifications specific to assigned unit. May be required to work 25 hours.

**TYPING SPEED: 40 WPM REQUIRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to answer multiple telephone lines, to communicate effectively with persons requesting emergency and non-emergency assistance, to clearly relay information for dispatch or transfer calls, and to perform administrative support tasks as required.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Performs multiple tasks simultaneously; takes appropriate action when presented with a routine call or a stressful life/death situation; remains calm under all circumstances. Answers multiple telephone lines; assesses incoming 911 and non-emergency calls; enters emergency call data into computer for dispatch or transfers/connects calls to appropriate department, extension, service, or agency. Maintains conversations with caller to obtain/verify pertinent information and to comfort them until assistance arrives; makes welfare checks on abandoned 911 calls. Contacts various other departments to resolve problems such as streetlights being out, downed street signs, roadway debris, power outages, etc. Provides the general public with directions and referrals, answers to citizen complaints and concerns, and any other information requested regarding the community or situation. Enters/retrieves a variety of data into/from GCIC/NCIC, CAD (Computer Aided Dispatch), and/or in house computer, modifies, locates, maintains, saves, and/or clears files and records within database; records information manually on entry cards when computer is out of service. Performs computer inquiries on driver's licenses, vehicle tags, stolen article and property, guns, wanted and missing persons, and warrants and summons; provides various information from computer database as requested by law enforcement. Operates telecommunications device for the deaf; performs pager and phone tests as required. Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems. Performs related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**CLAYTON COUNTY**  
**COMMUNICATIONS DEPARTMENT**



*The strength behind the scenes*

**AUTOMATIC APPLICATION DISQUALIFIERS**

(Effective July 22, 2015)

**DRIVING**

- ▶ More than five (5) points for moving violations in the past two (2) years.
- ▶ Any driver's license suspensions in the past two (2) years.
- ▶ Any conviction of driving under the influence of drugs or alcohol, aggressive driving, racing, or leaving the scene of an accident, or any other serious traffic offenses within the past two (2) years.

**DRUGS**

- ▶ Marijuana use at all in the past two (2) years.
- ▶ Any illegal drug use (including anabolic steroids after February 27, 1991) at all in the past ten (10) years.
- ▶ Any involvement in the sale, distribution, manufacturing, or transportation of any illegal drug to include acting as a third party.
- ▶ Use of any prescription drug or legally obtainable substance in a manner for which it was not intended within the past three (3) years.

**TATTOOS**

- ▶ Visible tattoos above or on the neck and face.

**CRIMINAL CONVICTIONS AND ARRESTS**

Note: The term *conviction* and *convicted* refers to the final judgement on a verdict of guilty, a plea of guilty, or a plea of nolo contendere.

- ▶ Conviction of any felony or any crime involving moral turpitude (crimes contrary to justice, honesty, or good morals).
- ▶ Any conviction of fleeing or attempting to elude police.
- ▶ Any conviction of impersonating a Law Enforcement Officer.
- ▶ Any conviction of domestic violence against a spouse, child, parent, or domestic partner.
- ▶ Note: Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, the Clayton County 911 Communications Department reserves the right to examine any conduct that involves moral turpitude, violence, or other behaviors that could adversely affect an applicant's performance as an 911 Communications Dispatcher on a case by case basis. Accordingly, applicants must disclose any first offender status events and fully explain the circumstances that lead to their arrest.

**MILITARY**

- ▶ Dishonorable or less than honorable discharge from any military service.
- ▶ General discharges will be judged on a case by case basis.

Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the applied position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.

## **Read the Job Announcement Carefully.**

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### **REVIEW THE AUTOMATIC APPLICATION DISQUALIFIERS**

**JOB TITLE:** COMMUNICATIONS DISPATCHER I

**DEPARTMENT:** 911 COMMUNICATIONS CENTER

**SALARY:** \$34,141 ANNUALLY

**DATE POSTED:** 09/26/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; little or no previous experience or training. Must be at least 18 years of age. Must be a citizen of the United States or repatriated or naturalized citizen of the United States. Must obtain and maintain State of Georgia Telecommunications, Emergency Medical Dispatch, Cardiopulmonary Resuscitation (CPR) and First Aid certifications. Must pass a background investigation and obtain a GCIC(Georgia Criminal Information Center)/NCIC(National Criminal Information Center) certification within one year of hire date. May be required to attain and maintain additional certifications specific to assigned unit. "Preference will be given to applicants that are certified as a Communications Officer through POST."

**TYPING SPEED: 40 WPM REQUIRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to answer multiple telephone lines, to communicate effectively with persons requesting emergency and non-emergency assistance, to clearly relay information for dispatch or transfer calls, and to perform administrative support tasks as required as an entry-level trainee.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Performs multiple tasks simultaneously; takes appropriate action when presented with a routine call or a stressful life/death situation; remains calm under all circumstances; answers multiple telephone lines; assessing incoming 911 and non-emergency calls; enters emergency call data into computer for dispatch or transfers/connects calls to appropriate department extension, service or agency; maintains conversation with caller to obtain/verify pertinent information and to comfort them until assistance arrives; makes welfare checks on abandoned 911 calls; communicates effectively and coherently over law enforcement, fire rescue and EMS radio channels; monitors multiple radio frequencies often while answering/handling phone calls or other radio frequencies and responding to in-person requests for services or records; provides the general public with geographical directions and referrals; answers citizen complaints and concerns, and any other non-emergency related information requested regarding the community or situation; cooperates with federal, state and local law enforcement agencies and its officers or representatives whenever activities or investigations are related to on-going investigations within county jurisdiction. Performs related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Essential functions are regularly performed without exposure to adverse environmental conditions.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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**CLAYTON COUNTY**  
**COMMUNICATIONS DEPARTMENT**



*The strength behind the scenes*

**AUTOMATIC APPLICATION DISQUALIFIERS**

(Effective July 22, 2015)

**DRIVING**

- ▶ More than five (5) points for moving violations in the past two (2) years.
- ▶ Any driver's license suspensions in the past two (2) years.
- ▶ Any conviction of driving under the influence of drugs or alcohol, aggressive driving, racing, or leaving the scene of an accident, or any other serious traffic offenses within the past two (2) years.

**DRUGS**

- ▶ Marijuana use at all in the past two (2) years.
- ▶ Any illegal drug use (including anabolic steroids after February 27, 1991) at all in the past ten (10) years.
- ▶ Any involvement in the sale, distribution, manufacturing, or transportation of any illegal drug to include acting as a third party.
- ▶ Use of any prescription drug or legally obtainable substance in a manner for which it was not intended within the past three (3) years.

**TATTOOS**

- ▶ Visible tattoos above or on the neck and face.

**CRIMINAL CONVICTIONS AND ARRESTS**

Note: The term *conviction* and *convicted* refers to the final judgement on a verdict of guilty, a plea of guilty, or a plea of nolo contendere.

- ▶ Conviction of any felony or any crime involving moral turpitude (crimes contrary to justice, honesty, or good morals).
- ▶ Any conviction of fleeing or attempting to elude police.
- ▶ Any conviction of impersonating a Law Enforcement Officer.
- ▶ Any conviction of domestic violence against a spouse, child, parent, or domestic partner.
- ▶ Note: Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, the Clayton County 911 Communications Department reserves the right to examine any conduct that involves moral turpitude, violence, or other behaviors that could adversely affect an applicant's performance as an 911 Communications Dispatcher on a case by case basis. Accordingly, applicants must disclose any first offender status events and fully explain the circumstances that lead to their arrest.

**MILITARY**

- ▶ Dishonorable or less than honorable discharge from any military service.
- ▶ General discharges will be judged on a case by case basis.

Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the applied position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.

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### **REVIEW THE AUTOMATIC APPLICATION DISQUALIFIERS**

**JOB TITLE:** COMMUNICATIONS DISPATCHER II

**DEPARTMENT:** 911 COMMUNICATIONS CENTER

**SALARY:** \$ 35,880 ANNUALLY

**DATE POSTED:** 08/29/16

**MUST MEET MINIMUM REQUIREMENTS:** High school diploma or GED; supplemented by vocational/technical training in telecommunications or dispatching; supplemented by five (5) months experience or training involving public safety telecommunications or dispatching in a similar law enforcement/emergency services environment, or related field. Must pass a background investigation and possess a GCIC/NCIC (Georgia Crime Information Computer/National Crime Information Computer certification, and be POST certified. Must meet all promotional eligibility requirements. Must be at least 18-years of age. Must be a citizen of the United States or a repatriated or naturalized citizen of the United States. Must obtain and maintain State of Georgia Telecommunications, Emergency Medical Dispatch, Cardiopulmonary Resuscitation (CPR), and First Aide certification. May be required to attain and maintain additional certifications specific to assigned unit.

**TYPING SPEED: 40 WPM REQUIRED.** (If requested by the department, Typing Test will be administered at a later date. Application will be reviewed and sent to the department if all other minimum qualifications are met.)

**NATURE OF WORK:** The purpose of this classification is to perform specialized work functions including answering multiple telephone lines, communicating effectively with persons requesting emergency and non-emergency assistance, clearly relaying information for dispatch or transfer calls appropriately, and performing administrative support tasks as required.

**SOME OF THE ESSENTIAL JOB DUTIES INCLUDE:** Performs multiple tasks simultaneously; takes appropriate action when presented with a routine call or a stressful life/death situation; remains calm under all circumstances; answers multiple telephone lines; assesses incoming 911 and non-emergency calls; enters emergency call data into computer for dispatch or transfers/connects calls to appropriate department, extension, service, or agency; maintains conversation with caller to obtain/verify pertinent information and to comfort them until assistance arrives; makes welfare checks on abandoned 911 calls; communicates effectively and coherently over law enforcement, fire, rescue, and EMS radio channels; notifies others, such as ambulances, wreckers, and utilities when services are requested/required; contacts various other departments to resolve problems such as street lights being out, downed street signs, roadway debris, and power outages; monitors multiple radio frequencies often while answering/handling phone calls or other radio frequencies and responding to in-person request for services or records; monitors alarm systems at specific locations; performs computer background checks on criminals; handles inquiries on driver's licenses, vehicle tags, stolen articles and property, guns, wanted and missing persons, and warrants and summons; provides various information from computer database as requested by police officers; operates telecommunications device for the deaf; attends training courses as offered by the department or as required by law to maintain applicable certifications, remain informed of departmental operations, and to promote improved job performance; completes, prepares, processes, and/or files a variety of forms, teletypes, legal documents, requests, reports, correspondence, and other documentation associated with the daily routine of this position; maintains files and administrative records; cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations within county jurisdiction. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**SELECTION PROCEDURE:** Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

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Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



**CLAYTON COUNTY**  
**COMMUNICATIONS DEPARTMENT**



*The strength behind the scenes*

**AUTOMATIC APPLICATION DISQUALIFIERS**

(Effective July 22, 2015)

**DRIVING**

- ▶ More than five (5) points for moving violations in the past two (2) years.
- ▶ Any driver's license suspensions in the past two (2) years.
- ▶ Any conviction of driving under the influence of drugs or alcohol, aggressive driving, racing, or leaving the scene of an accident, or any other serious traffic offenses within the past two (2) years.

**DRUGS**

- ▶ Marijuana use at all in the past two (2) years.
- ▶ Any illegal drug use (including anabolic steroids after February 27, 1991) at all in the past ten (10) years.
- ▶ Any involvement in the sale, distribution, manufacturing, or transportation of any illegal drug to include acting as a third party.
- ▶ Use of any prescription drug or legally obtainable substance in a manner for which it was not intended within the past three (3) years.

**TATTOOS**

- ▶ Visible tattoos above or on the neck and face.

**CRIMINAL CONVICTIONS AND ARRESTS**

Note: The term *conviction* and *convicted* refers to the final judgement on a verdict of guilty, a plea of guilty, or a plea of nolo contendere.

- ▶ Conviction of any felony or any crime involving moral turpitude (crimes contrary to justice, honesty, or good morals).
- ▶ Any conviction of fleeing or attempting to elude police.
- ▶ Any conviction of impersonating a Law Enforcement Officer.
- ▶ Any conviction of domestic violence against a spouse, child, parent, or domestic partner.
- ▶ Note: Successful completion of first offender probation means that a person will not be considered to have a criminal conviction; however, the Clayton County 911 COMMUNICATIONS Department reserves the right to examine any conduct that involves moral turpitude, violence, or other behaviors that could adversely affect an applicant's performance as an 911 COMMUNICATIONS Dispatcher on a case by case basis. Accordingly, applicants must disclose any first offender status events and fully explain the circumstances that lead to their arrest.

**MILITARY**

- ▶ Dishonorable or less than honorable discharge from any military service.
- ▶ General discharges will be judged on a case by case basis.

Untruthfulness and/or the intentional withholding of information on any application, interview, or paperwork associated with the applied position. Examples of intentional withholding of information would include deliberate inaccuracies or incomplete statements.