

Grady County Extension Secretary Position Announcement:

Grady County Extension has the following opening:

County Extension Secretary

Salary \$27,000 per year *****Excellent Benefit package & Retirement**

Position Closes **Midnight** **September 10, 2019**

UGA Credit Background Check REQUIRED

The Secretary will assist in managing the many resources offered by this county office. It coordinates and distributes time as needed for the satisfactory delivery of the county program. Work involves the performance of routine office duties which follow prescribed UGA procedures which may involve judgment based on knowledge gained through experience.

Job Requirements Desired— Proficient in typing, filing, accounting, computer skills -such as Windows, Microsoft Office 2010, QuickBooks knowledge, and general office skills required. Must be able to meet public and assume responsibility. Other duties as assigned.

**Hours of 8-5 pm Monday – Friday unless otherwise assigned by Coordinator
and approved by District Staff.**

To apply- <http://www.ugajobsearch.com/postings/113725>

Online applications ONLY

****Be advised a credit check will be required for all positions with financial responsibilities. For additional information about the credit check criteria, visit the [UGA Credit Background Check](#) website.**