

SECRETARY Position Announcement

Grady County Cooperative Extension

Immediate opening for busy office. Proficient in Typing, filing, accounting, computer skills -such as Windows, Microsoft Office 2010, QuickBooks and general office skills required. Process various UGA samples using UGA programming systems. Must be able to meet public and assume responsibility. Other duties as assigned.

\$24,500 year and excellent fringe benefits.

Interested candidates should submit application/resume online only at: <https://www.ugajobsearch.com/>, select Search Jobs, enter Posting Position # S01483P, under View Results click County Secretary

Applications accepted for this position: 07/25 – 08/13/2018

**“AN EQUAL OPPORTUNITY EMPLOYER COMMITTED
TO A DIVERSE WORK FORCE”**