

CITY OF McKENZIE

JOB OPENING

The City of McKenzie will be accepting applications for a position as office clerk to perform various administrative and clerical tasks to support our offices. You will undertake a variety of activities in the office ranging from filing, answering the phone, mail, and working the counter.

- The successful candidate should be able to utilize office equipment such as copiers, printers, and computers.
- They should possess organizational and multi-tasking abilities as it can be a fast-paced environment.
- Good people skills a must.
- Familiarity with Local Government software a plus.
- Candidate must be 18 years of age, high school diploma or its equivalent and pass the drug screen.

The City offers excellent benefits and retirement through TCRS. Resumes will be accepted at City Hall, 2470 Cedar Street, McKenzie, TN 38201 until 4 p.m. on August 11, 2020. For additional information call 731-352-2292.