

CITY OF BUCKHANNON
CLERICAL/PARKING ENFORCEMENT OFFICER POSITION

The City of Buckhannon is currently accepting applications for one clerical/parking enforcement officer position. The successful applicant(s) must be able to write and issue parking citations, respond to complaints and inquiries, lift 50 pounds, capable of standing or walking 6 to 8 hours per day and work outside in inclement weather, including heat and cold and operate a motor vehicle. Office duties include data entry, answer phone, filing, assist customers at front window and general office duties and must have a strong understanding of Excel and Word programs. Hourly rate starting at \$9.00 per hour with benefits.

Applicant must be 18 or older with a high school diploma or GED equivalent. Applicants are subject to drug test and background check.

Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm, or call 304-472-1651 for information. The deadline for applications is February 21, 2018 at 4:30 pm.

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employs without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.