

City of Sardis, GA, Assistant City Clerk
Closing Date: May 1st, 2026

The City of Sardis seeks a highly motivated Assistant to the City Clerk. Salary will be based upon experience.

Under direction, assists the City Clerk in managing the operations of the City Clerk's Office. Performs a variety of responsible, confidential, and complex administrative, technical, programmatic, secretarial, and clerical duties in support of the City Clerk's Office. Provides information to the public, City Staff, and City Officials related to the function, policies, and procedures of the City Clerk's Office.

Basic qualifications/skills for this position include, but are not limited to the following:

- High School Diploma or GED required.
- Excellent personal, oral and written communication skills.
- Experience in customer service.
- Strong community-oriented problem-solving skills.
- Computer skills – Microsoft Office & Excel.
- Accounting skills preferred

Submit resume, salary history and a letter of application to:

City of Sardis
Attn: Jennie Johnson, City Clerk
PO Box 398
Sardis, GA 30456
Email: cityofsardisgeorgia@gmail.com

The City of Sardis provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.