



## **Opening for Full-Time Public Works Clerk**

The City of Woodruff, located in Spartanburg County, is accepting applications for a full-time Public Works Clerk. The Public Works Clerk is responsible for providing financial and administrative clerical duties associated with the provision of municipal utilities and services to include accounts receivable, sewer billing, and account maintenance. This position involves a high level of interaction with the public, other agencies, and other City Staff. The hours for this position are Monday through Friday 8am to 5pm with the potential of additional hours during busy times. All candidates should have a minimum of a high school diploma, excellent computer skills, and a SC Class “D” driver’s license. The ability to speak and write in Spanish is preferred. Pay is dependent on qualifications. City applications are located at City Hall or at [www.cityofwoodruff.com](http://www.cityofwoodruff.com). All interested parties should submit a resume and application to: City of Woodruff, Re: “Public Works Clerk”, P.O. Box 1389, Woodruff, SC 29388. The City of Woodruff is an Equal Opportunity Employer EOE.