



City of Nahunta

Post Office Box 156 • Nahunta, Georgia 31553 • Phone: 912-462-5631

CITY OF NAHUNTA, GEORGIA

Official Job Announcement

POSITION: Administrative Assistant (Police Clerk / Backup Water Clerk)

DEPARTMENT: Administration & Public Safety

REPORTS TO: City Clerk

STATUS: Part-Time 30 hours a week

POSTING DATE: March 3, 2026

POSITION SUMMARY

The City of Nahunta is seeking a versatile, highly organized professional to serve in a dual-capacity role. This position provides essential administrative support to the **Nahunta Police Department** and serves as the primary backup for the **City Water Department** utility billing operations. The ideal candidate must possess excellent communication skills and maintain the highest level of confidentiality.

KEY RESPONSIBILITIES

- **Police Records Management:** Maintain accurate criminal justice records, process citations, and assist with Municipal Court preparation.
- **CSIU Support:** Provide administrative assistance to the Crime Suppression & Intelligence Unit (CSIU).
- **Utility Billing Support:** Process water, sewer, and sanitation payments; assist customers with account inquiries and service applications.
- **Public Relations:** Serve as a professional point of contact for citizens visiting City Hall or calling with inquiries.
- **Compliance:** Assist with Georgia Open Records Act requests and ensure all filings meet state and local requirements.

MINIMUM QUALIFICATIONS

- High School Diploma or GED (associate degree or vocational training preferred).
- Proficiency in Microsoft Office Suite and basic accounting/billing software.
- Ability to pass a comprehensive criminal background check and drug screening.
- Must be able to obtain **GCIC (Georgia Crime Information Center) Certification** within six (6) months of hire.

- Strong multitasking skills with a focus on accuracy and detail.

COMPENSATION & BENEFITS

- **Starting Salary:** \$ 14.00
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APPLICATION PROCESS

Applications may be obtained in person at **Nahunta City Hall, 9911 Main Street North, Nahunta, GA 31553**, Monday thru Friday 8:00 am to 4:30 pm or by visiting the city's website at cityofnahunta.org

CLOSING DATE: Applications must be submitted by **March 20, 2026**, at **2:00 pm**.

The City of Nahunta is an Equal Opportunity Employer and a Drug-Free Workplace.