



Job Description for Public Works Clerk



Job Title	Public Works Clerk
Department	Public Works
Reports to	Public Works Director or Supervisor
Location	119 Lincoln St, Hogansville, GA 30230 City of Hogansville Public Works Department
Salary Range	\$37,444 - \$39,520 per year

Job Summary:

The Public Works Clerk provides administrative and clerical support to the Public Works Department. This position performs a variety of tasks including recordkeeping, customer service, processing work orders, and assisting with budgeting, purchasing, and departmental coordination. The Clerk serves as a key point of contact for internal staff, contractors, and the public.

Essential Duties and Responsibilities:

- Provide administrative support to the Public Works Director, utilities supervisors and other departmental staff.
- Answer and route phone calls, emails, and public inquiries related to public works issues.
- Prepare, maintain, and file records, correspondence, permits, reports, and work orders.
- Process invoices, purchase orders, and expense reports in accordance with city policies.
- Assist with department budgeting, including data entry, tracking expenditures, and generating reports.
- Schedule appointments, inspections, and maintenance services.
- Coordinate and track requests for service or complaints from residents and ensure timely follow-up.
- Maintain and update asset management, equipment, and maintenance databases.
- Assist with the preparation of city council reports and public presentations.
- Performs other related duties as assigned to meet the ongoing needs of the organization.

Qualifications:

- High school diploma or GED required; Associate's degree in business, public administration, or related field preferred.
- Minimum of 2 years of clerical or administrative experience, preferably in a government or public works setting.

Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office Suite (Word, Excel, Outlook).
- Strong organizational skills and attention to detail.
- Ability to communicate effectively both orally and in writing.
- Knowledge of office practices, procedures, and equipment.
- Ability to manage multiple tasks and meet deadlines.
- Basic knowledge of public works operations is a plus.

