



CITY OF SNELLVILLE

ANNOUNCES A VACANCY FOR:

CITY HALL RECEPTIONIST - ADMINISTRATION

MINIMUM STARTING SALARY: \$31,513.00 PER YEAR

APPLICATIONS WILL BE RECEIVED AT LEAST UNTIL: March 27, 2026

DUTIES: This is routine receptionist and clerical work handling incoming telephone calls from the general public at City Hall. Incumbent greets and assists citizens visiting City Hall. Work also involves performing clerical and cashier duties for the Administration Department. Work is performed under the direct supervision of the City Clerk.

MINIMUM REQUIREMENTS: High School Diploma or equivalent. Some experience with clerical or receptionist work. Excellent clear speaking voice and good verbal communication skills. Bilingual Spanish language skills preferred. Ability to deal courteously with customers and other city staff on the telephone and in person, even during stressful situations. Ability to establish and maintain effective working relationships with City employees and the general public. Any equivalent combination of education and experience may be acceptable.

HIRING PROCESS: Will consist of evaluation interviews, personal and work background check, criminal history check, financial history check and a successful post offer, pre-employment drug screen.

Applications available at www.snellville.org or may be picked up at:

Snellville City Hall
2342 Oak Road
Snellville, GA 30078

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

Date: March 12, 2026