

The City of Byron is hiring for the following position:

Administrative Assistant: Responsible for performing a variety of administrative and clerical duties within the Public Works Department. Should possess, at a minimum, a high school diploma or GED; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position. Must possess a valid Georgia Motor Vehicle Operator's License. Pay is based on experience.

You may apply online at www.byronga.com.

This position will remain open until filled.