

**GENERAL NOTICE**  
**ANNOUNCEMENT**  
**TOWN OF HODGES/HODGES WATERWORKS UTILITY BOARD**  
**POSITION AVAILABLE**  
**SUBSTITUTE FOR TOWN CLERK/WATER CLERK**

**QUALIFICATIONS:**

1. Must have computer experience with Microsoft Excel/Word and Accounting
2. Must have computer experience in Quickbooks Pro 2017
3. Must be goal-oriented, team player, well organized and trainable
4. Must have a high school or college diploma
5. Possession of effective verbal and legible written communication skills
6. Must be willing to work after hours when needed
7. Must be able to pass a drug/alcohol test if asked
8. Must be able to attend meetings and travel if necessary
9. Salary: Starting \$9.00 per hour/No benefit package
10. Hours consists of 30 hours or less per week or when needed.

Applications and full job descriptions will be available at the Hodges Town Hall, 1942 State Hwy 172, Hodges, Alabama, Monday thru Friday 8:00 a.m. – 5:00 p.m. Applications must be turned in at the Hodges Town Hall. Deadline for applications is Friday, May 12<sup>th</sup>, 2017, 5:00 p.m. For more information you may contact Hodges Town Hall at 205-935-3445.

The Town of Hodges/Hodges Waterworks Utility Department is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, religion, color, national origin, sex, political affiliation, and physical disability or any other legally protected status or non-merit factor.

Submitted by the Mayor, Town Council, and Waterworks Utility Board, for the Town of Hodges, Alabama,  
4/12/2017

Typed by Frankie Petree, Town Clerk/Water Clerk - 4/12/2017