



# CITY OF SWEETWATER

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## EMPLOYMENT OPPORTUNITIES

**POSTING DATE: 09/25/17**

The City of Sweetwater is accepting applications for the following positions. For information on position qualifications and the application process, please visit the receptionist at: Sweetwater City Hall 500 SW 109<sup>th</sup> avenue, Sweetwater, FL 33174

### **PD Front Desk Clerk – POSITION # 1107 – FULL-TIME**

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**Applications will be considered on a first-come, first served bases. Deadline for accepting applications: Until Filled**

This is an entry level position. Work is responsible specialized, clerical work within the Police Department

Receives and screens routine calls

Answers general questions from the public

Performs all desk duties as required

Provides information for background and finger print checks

#### **Minimum Education and Experience**

High School Diploma or equivalent

Must have clerical experience

Valid FL Drivers License

City of Sweetwater. Human Resources

500 SW 109<sup>th</sup> Avenue Sweetwater, FL 33174

EQUAL OPPORTUNITY EMPLOYER. <http://www.cityofsweetwater.fl.gov/>