



CITY OF SWEETWATER

EMPLOYMENT OPPORTUNITIES

POSTING DATE: 03/6/2023

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 109th avenue, Sweetwater, FL 33174

Position #1164

Full-Time Front Desk PD Clerk

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

This is an entry level position. Employees would be responsible for specialized, clerical work within the Police Department.

- Receiving and screening routine calls
- Answering general questions from the public
- Performs all desk duties as required
- Providing information for background and fingerprint checks
- Performs other related tasks as required

Minimum Education and Experience

High school diploma or equivalent

Must have clerical experience

Valid Florida driver's license

City of Sweetwater. Human Resources 500 SW 109th Avenue Sweetwater, FL 33174

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