



Office Manager

Anderson County Government is seeking a Full-Time Office Manager. Individual must be able to perform a variety of managerial duties for the office including oversight of department employees, management of leave time, employee schedules, bookkeeping, and other management functions. Applicants must have ability to manage staff (at least 5 years supervisory experience). Requires good planning and organizational skills and strong computer, verbal and written communication skills. Please submit application by Friday, October 4, 2013.

Anderson County Human Resources Department
Attn: Mrs. Cathy Best, Director
100 N. Main Street Room #104
Clinton, TN 37716
Fax (865) 457-6259

Anderson County Government is committed to providing equal opportunity employment opportunities to candidates and employees without regard to race, religion, creed, age, sex, height, weight, marital status, disability unrelated to an individual's ability to perform adequately, national origin citizenship, ancestry, or any other characteristic protected by law.