



POSITION VACANCY ANNOUNCEMENT

Position: Scalehouse Attendant (FT)
Starting Salary: \$17.20/hour
Posting Date: December 26, 2024

Department: Landfill
FLSA Status: Non-Exempt
Closing Date: February 26, 2025

Job Summary:

This position is responsible for providing clerical and administrative support to the County landfill.

Major Duties:

- Operates a computerized scale to weigh refuse brought to the landfill.
- Charges appropriate accounts for landfill use, collects money and issues receipts, and maintains landfill records.
- May inspect the contents of vehicles to help ensure no hazardous or prohibited items are dumped at the landfill.
- Directs traffic to the proper areas for dumping wastes.
- Observes and screens incoming cars at the landfill.
- Compiles a variety of reports, including sales, tonnage, and related landfill records; prepares billings for charging customers.
- Performs computer back-up and transmits reports via modem.
- Balances cash drawer against report; prepares daily cash deposits.
- Posts checks to accounts; enters data to the computer, including information to update existing accounts and establish new accounts.
- Types correspondence and purchase orders as needed; tracks purchase orders for budget purposes.
- Creates monthly, quarterly, and annual reports on all department activities.
- Maintains department files.
- Answers the telephone, takes messages, and gives information on landfill fees and hours of operation.
- Answers the radio; takes and relays messages for landfill personnel.
- Posts water treatment plant test results; prepares and submits required reports.
- Reconciles monthly telephone bills and bank statements.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a high school diploma or equivalent.
- One to two years of experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position.
- Or any equivalent combination of education, training, and/or experience which provides the requisite knowledge, skills, and abilities for this job.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: Please complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.