

Cobb



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**Company:** City of Marietta

**Position:** PAL Afterschool Program Leader – Part-time

**Location:** Marietta, GA

**Salary:** \$12.00 - \$15.00

**Posted:** 12/22/23

**End Date:** Open Until Filled

**Job Description:**

- Plans, leads, and facilitates engaging recreation, sports, academic and enrichment activities for youth (grades K - 12)

- Ensures after school members are adequately supervised at all times during the program
- Maintains order, discipline, safety, and health standards at all times
- Creates age appropriate after school experiences that are consistent with PAL's goals and mission
- Acts as an onsite representative of PAL to the participants, parents, volunteers, visitors and other staff. Professional demeanor is expected when dealing with all involved in the program
- Assists Site Supervisor in ensuring safety, knowing location of youth at all times
- Assists in ensuring the proper safety parameters are in place throughout after school activities

### **Knowledge, Skills and Abilities**

- PAL After School Program Leader
- Must be PRE-APPROVED by the Marietta Police Department
- Must be able to pass a thorough criminal background check and drug screen
- High school diploma or equivalent is preferred
- Ability to multi-task, work in a non-judgmental, culturally diverse environment
- Ability to maintain discipline of a group including crowd control and to control recreation activities.
- Have an enthusiastic, dynamic personality that inspires and motivates children
- Have a love and understanding of and ability to relate to children
- Ability to accept responsibility and exercise judgment
- Ensure youth have FUN while growing as enlightened, caring and confident individuals
- Ability to interact with the public in an effective and courteous manner
- Knowledge of care and use of equipment and supplies
- Must be in good physical condition, able to perform all activities walking, running, standing & sitting on and off the floor

**Interested candidates may apply online at <https://www.mariettaga.gov/> for additional information and instructions on how to apply.**

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**Company:** City of Marietta

**Position:** Automotive Service Worker

**Location:** Marietta, GA

**Salary:** \$17 starting pay

**Posted:** 12/22/23

**End Date:** 12/31/23

**Job Description:** This position is an entry level job in the Fleet Maintenance division of the Public Works department. Responsible for performing basic service maintenance on all city/BLW vehicles and provides assistance to the Mechanics as needed. Regularly test drives vehicles, picks up delivers parts and provides field assistance as assigned.

**Performs all scheduled maintenance on all city vehicles as assigned which includes:**

- Changing oil, fluids and filters as required in vehicle manuals.
- Check brakes, rear ends, lights, and all other safety parts regularly. Repair or
- Grease joints and fittings as scheduled.
- Completion of vehicle check sheet for each service.
- Reports any mechanical problems or potential problems to supervisor.
- Must pick up parts for shop as assigned.
- Cleans shop up weekly and maintain safe shop environment at all times.
- Completes work order paperwork as required.
- Test drives vehicles to determine if repairs have corrected the problem and moves
- May be required to perform duties in other divisions within the department in certain circumstances, including, but not limited to periods of heavy workload, natural disasters, and city events. These duties should not require specialized training or certification and will mostly involve tasks centered around manual labor.
- Performs other related duties as required.

### **Knowledge, Skills and Abilities / Preferred Qualifications**

- Must have one year experience in basic automotive repair and service or an equivalent combination of education and experience.
- Must have a valid Georgia Driver's License at time of hire and obtain a Georgia Class B CDL Learners Permit within 5 months of hire. Must obtain Class B CDL License within 1 year of hire. Must have a satisfactory seven-year driving history to include no DUI's within the last five years.
- High school graduate or GED. Must be able to read, write and communicate (English) clearly; add and subtract whole numbers; and carry out written and verbal instructions.
- Skill and knowledge of basic vehicle service maintenance and of auto shop safety procedures.
- Ability to operate hydraulic jacks, air guns, hand tools, and ability to learn other shop tools and equipment.
- Drug screen and physical exam at time of hire required.

**\*Disclaimer - Successful candidates are required to submit to drug screen & background inquiry**

**Interested candidates may apply online at <https://www.mariettaga.gov/> for additional information and instructions on how to apply.**

**Company:** City of Marietta

**Position:** Cashier

**Location:** Marietta, GA

**Salary:** \$17 starting pay

**Posted:** 12/22/23

**End Date:** 1/1/24

**Job Description:** This is an entry level position within the Customer Service division which reports directly to a supervisor. This position is responsible for receiving payment and processing monies for the city/BLW.

- Processes all payments for the city/BLW through a computer payment processing system.
- Uses a computer to locate and process payments to utility accounts.
- Completes utility stub and issues customer necessary receipt.
- Opens, separates, and processes mail-in payments.
- Verifies and balances large sums of cash and/or checks, and deposits in the bank.
- Assists customers with general payment/billing questions.
- Gives information and directs customers to various departments within the City.
- Performs other related duties as required.
- Maintains files on retail lockbox batch information.

**Interested candidates may apply online at <https://www.mariettaga.gov/> for additional information and instructions on how to apply.**

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**Company:** City of Marietta

**Position:** Police Services Representative

**Location:** Marietta, GA

**Salary:** \$17 starting pay

**Posted:** 12/22/23

**End Date:** 12/31/23

**Job Description:** This is an entry-level position that reports directly to the Supervisor of Police Services.

- Processes reports by sorting and checking for missing reports, entering on computer, filing and making copies.
- Teletypes police messages to and from other agencies.
- Performs duties at the front desk including working the switchboard, dealing with citizens, bonding people out of jail, and processing tow-ins.
- Assists general public in obtaining reports and information and collects money for reports.
- Operates microfilm reader/printer.
- Assists administrative personnel in clerical duties by answering phones.
- Assists with weekly payroll as needed.
- Answers phones and takes messages for officers.
- Verifies all information stored on GCIC by monitoring validation reports from GCIC, completes form letters on each entry, and writes supplementals to upgrade information.
- Verifies all GCIC/NCIC entries.
- Runs suspended/revoked licenses taken by officers through GCIC for status, completes forms and makes copies of reports and licenses, mails original to state and files copies.
- Runs criminal history checks.
- Monitors closed circuit TV system.

**Knowledge, Skills and Abilities / Preferred Qualifications**

- High school graduate or GED is required at a minimum. An Associate's degree in business, office technology, or a related area from an accredited college is preferred.
- Minimum of two years' experience in a clerical office position, preferably in a police environment.  
Knowledge of Police department practices, policies and procedures, and administrative functions.
- Knowledge of police radio codes and signals.
- Ability to operate personal computer and MS Office Suite software including Word, Excel, Outlook and other applications as needed.
- Ability to pass Georgia Crime Information Center certification test.
- Ability to pass a background investigation including criminal and credit history and a polygraph test.
- Ability to operate a switchboard, police radio, typewriter, fax and other office machines.
- Ability to use maps, Atlas and other reference materials.
- Ability to interact with the public in an effective and courteous manner.
- Ability to follow instructions.
- Ability to work any shift (required because department open 24-hours per day).  
Required to be a Notary Public.
- Required to sign an Awareness Statement, which states that the employee can be fined or face criminal prosecution if incorrect information is released.

**\*Disclaimer** - Successful candidates are required to submit to drug screen & background inquiry.

**Interested candidates may apply online at <https://www.marietta.ga.gov/> for additional information and instructions on how to apply.**

**Company:** City of Marietta

**Position:** Prisoner Transport

**Location:** Marietta, GA

**Salary:** \$17 starting pay

**Posted:** 12/22/23

**End Date:** 12/31/23

**Job Description:** This position is responsible for the transporting of prisoners from arrest site to the designated jails and from these jails to the City of Marietta Municipal Court and other assigned locations as needed. This position will also provide administrative support to the police department clerical staff as assigned.

Pick-up and transport prisoners to and from designated jails or municipal court as assigned. Transport prisoners from designated jails to doctor/hospital as assigned. Obtains and files the prisoners' medical records as assigned.

Provides clerical support to police administration as assigned to include complete all prisoner intake paperwork and provide assistance in filing and retrieving police records as assigned.

- Knowledge, Skills and Abilities / Preferred qualifications
- High school diploma or GED and at least 18 years of age at time of hire. Prefer related military, or law enforcement/corrections experience.
- Ability to pass the Georgia Public Safety Training jailer certification course (80-hour) during the 6-month working test period.
- Must have valid Georgia driver's license and a satisfactory 7-year driving history to include no DUI's in the last 5 years.
- Ability to strictly follow department procedures, to include proper procedures when transporting prisoners.
- Ability to use a PC and MS Office Suite software, including Word, Excel, Outlook and others, to enter and retrieve data, and compose incident reports.
- Skill in both written and verbal communications.
- Must be in good physical condition and pass a physical examination at time of hire.
- Must be able to successfully pass initial less than lethal weapon training and when required to re-certify.
- Must be able to work shift hours, weekends and holidays as required.

**\*Disclaimer** - Successful candidates are required to submit to drug screen & background inquiry.

**Interested candidates may apply online at <https://www.marietta.ga.gov/> for additional information and instructions on how to apply.**

**Company:** Arthritis & Rheumatology Center PC

**Position:** Certified Medical Assistant

**Location:** Woodstock, GA

**Posted:** 12/21/23

**End Date:** Until Filled

**Job Description:** Primarily responsible for working as Certified medical assistant for our Woodstock location. Our offices are located in Roswell, Suwanee, Cumming, Lawrenceville and Woodstock in the state of Georgia.

**Requirements:**

Certified Medical assistant is required.

Willingness to occasionally travel in between locations if required.

Work hours: Full time position, 40 hours/week, 8:30 am – 5:30 pm Monday - Friday.

**Company overview:**

Rapidly growing Rheumatology & Endocrinology office with locations in Roswell, Cumming, Suwanee, Lawrenceville & Woodstock. Offers various ancillary services in house such as X-ray, MRI, Phlebotomy, CLIA Certified high complexity lab, Infusion suite, Braces, MSK ultrasound.

**Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)**



**Company:** Benchmark Human Services

**Position:** Licensed Clinical Social Worker (LCSW)

**Location:** Acworth, GA

**Salary:** \$45,529.02 - \$54,830.64 per year

**Posted:** 12/21/23

**End Date:** Until Filled

**Job Description:** Benchmark is looking for a\* Licensed Clinical Social Worker (LCSW)\* or Licensed Professional Counselor (LPC) to join our team in our crisis support homes for adults with IDD in Acworth, GA. Since 1960, Benchmark has been empowering marginalized populations to see their potential. We are committed to realizing the full potential of EVERYONE – those we serve, our partners and vendors, and our employees, who bring our mission to life each day. We actively strive to be a workplace that honors the unique experiences of our employees. Benchmark believes we are stronger, better, more effective in our pursuits when we are diverse; when we are equitable; and when we create space for everyone to be their authentic selves.

### **BENEFITS:**

- Health, vision and dental insurance
- Life insurance
- Mileage reimbursement
- 401k plan with company match
- Tuition reimbursement
- Paid Time Off and Sick Time Pay
- Flexible Spending Accounts (FSA)
- Employee discounts with various vendors
- Advancement opportunities

### **RESPONSIBILITIES:**

- Provide support to clients and staff working in the Benchmark supports and crisis home.
- Coordinate the short-term out-of-home placements with stakeholders.
- Develop discharge plan detailing the discontinuation from crisis support services.
- Follow up with individual's IDT to ensure that they adhere to crisis-service-recommended support/services.
- Assist in providing information to the mobile crisis team.
- Facilitate referrals quickly to prevent escalation of crisis.
- Establish and maintain record keeping functions, integration with CIS system.
- Complete necessary documentation to facilitate reimbursement through primary funding sources.
- Develop and implement safety plans as appropriate.
- Report any suspected abuse, neglect or exploitation to supervisor or department head.

Must be willing to flex schedule accordingly to provide services, support, care and treatment to individuals as required. Benchmark is looking for a\* Licensed Clinical Social Worker (LCSW)\* or **Licensed Professional Counselor (LPC)** to join our team in our crisis support homes for adults with IDD in Acworth, GA.

**QUALIFICATIONS:**

- LCSW or LPC
- Valid driver's license and auto insurance
- Must be experienced and competent in profession and maintain any applicable license, training, or and certifications.

*Benchmark Human Services is an EOE / Affirmative Action Employer. Veterans, women and individuals with disabilities are encouraged to apply.*

INDLPC

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

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**Company:** Seven Resourcing

**Position:** Mammography Technologist

**Location:** Atlanta, GA

**Salary:** \$2,800 a week - Full-time, Contract

**Posted:** 12/21/23

**End Date:** Until Filled

**Job Description:** Seven Healthcare are looking to fill a Mammography Technologist role in Atlanta, GA.

Mammography Technologist

\$2,800 weekly

5x8s - 40hrs - day shift

**Benefits:** Health Insurance, Certification Reimbursement, Weekly Pay

**Responsibilities:**

- Perform mammography examinations following established protocols to obtain diagnostic images of maximum diagnostic quality
- Operate and maintain all mammography equipment, ensuring proper functioning and safety standards
- Prepare patients for examinations by explaining procedures, answering questions, and addressing concerns
- Position patients and utilize appropriate imaging techniques to obtain accurate breast images
- Evaluate images for quality and make adjustments as needed to ensure diagnostic accuracy
- Collaborate with radiologists and physicians to discuss patient results and assist in further evaluation or follow-up procedures



- Maintain accurate and organized patient records, documenting all relevant information and procedures performed
- Adhere to all safety and infection control protocols to ensure a safe and healthy work environment
- Stay up to date with advancements in mammography technology and techniques through continuing education and professional development
- Provide compassionate and supportive care to patients throughout the examination process

**Applicant Requirements:**

BLS

ARRT Certification

2 years relevant experience

**Working for Seven Healthcare:**

Seven Healthcare is one of the USA's most popular agencies for Skilled Nursing RN jobs. Rated 'Excellent' on Trustpilot from 1900+ reviews, and with 20 major awards behind us, we take pride in knowing we can find you the best possible rates in a role you can be proud of.

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)

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**Company:** MTI Limo and Shuttle Services Inc.

**Position:** Accounts Payable Specialist

**Location:** MTI Limo and Shuttle Services, Inc. in Atlanta, GA 30337

**Salary:** \$45,000 - \$55,000 a year

**Posted:** 12/21/23

**End Date:** Until Filled

**Job Description:** MTI Limo and Shuttle Services Inc. is looking for an Accountant to provide administrative and clerical support by processing, verifying, and reconciling invoices, monitoring expenses, and keeping a record of it all for tax purposes. Our company culture is based on providing excellent customer service for internal and external clients as well as facilitating a teamwork-oriented workplace.

This candidate will have excellent written and verbal communication skills as well as the ability to work within a diverse team of individuals with varying backgrounds.

It is important to note that this is a role that requires the active application of all accounting principles and practices.

**Responsibilities:** Partner with a fellow accountant to complete the daily operations of the accounting department including:

Review invoices for appropriate documentation prior to payment

Perform invoice and general-ledger data entry

Execute credit card and bank account reconciliation

Generate purchase orders when necessary  
Obtain and print signatures on all checks  
Assist A/R as needed

**Skills**

Proven working experience as an Accountant  
Advanced computer skills in MS Office, accounting software, and databases  
Ability to manipulate large amounts of data  
Proven knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations  
High attention to detail and accuracy  
Ability to direct and supervise  
BS degree in Accounting or Finance

Interested candidates may apply online at [www.indeed.com](http://www.indeed.com)