

MEMPHIS LIGHT, GAS & WATER DIVISION

www.mlgw.com/jobs

OPENING DATE: AUGUST 17, 2021
CLOSING DATE: SEPTEMBER 17, 2021

JOB TITLE: COORDINATOR, PUBLIC RECORDS

DUTIES: Provide Division public records information regarding parties researching and/or coordinating requests with the appropriate areas/departments; maintain public records files (paper and electronic); properly document and submit payment for requests; perform administrative duties as assigned.

Associate degree in Communications, Business or Paralegal Studies. Must have records management experience. Must have computer skills (Microsoft Word, Excel and PowerPoint). Must have a valid driver's license from state of residence.

Works in office under good conditions, subject to traveling to work locations.

CANDIDATES ACCEPTING EMPLOYMENT WITH MLGW MUST LIVE AND MAINTAIN THEIR RESIDENCE WITHIN THE BOUNDARIES OF SHELBY COUNTY, TENNESSEE WITHIN SIX MONTHS OF THEIR EMPLOYMENT DATE.

EOE M/F/D/V

TO APPLY FOR THIS JOB GO TO:
<https://jobs.mlgw.org>