

City Clerk

Salary: \$36,000

Job Type: Full-time Permanent

Closing Date: November 15, 2016

Description: The City Clerk's office serves as the administrative support to the Mayor and City Council. The City Clerk is the Record Keeper of Council Meetings and the Minutes, Ordinances, Deeds, Resolutions and History of the City. The City Clerk is the City's election official for City Council elections. The City Clerk also serves as City Treasurer, City Assessor, City Collector, Treasurer of the Williamson Board of Parks and Recreation, Treasurer of the Williamson Police Pension Board, and Treasurer of the Williamson Firemen's Pension Board.

How to apply: Resume with cover letter and copy of degree may be mailed or dropped off in person at City Hall 142 E. 4th Avenue / Williamson, WV 25661, or emailed to larry.brown@cityofwilliamson.org. Applicants must submit application packets by 4PM on the closing date. Interviews will be scheduled immediately.

Minimum Qualifications: Prefer Bachelor Degree with at least 24 credit hours or 36 quarter hours in accounting, but will consider Associate Degree in Accounting with five years or equivalent part-time accounting experience.

The City of Williamson is an Equal Opportunity Employer.