

### **EMS/Ambulance Paramedic**

The Town of Eclectic is accepting applications for the position of Paramedic for their ambulance. Applications for this position must be willing to work 24 &/or 12 hour shifts to include weekends and have the following minimum qualifications:

1. Possess a valid Alabama driver's license.
2. Possess a current Alabama EMS provider license at the Paramedic level.
3. Pass a criminal background check, driving history check and drug screening.
4. Be physically capable of performing the tasks listed in the full job description.

This is a full-time position. Benefits include Blue Cross insurance with family coverage available and participation in the Retirement Systems of Alabama. Interested parties can apply in person or mail an application to Eclectic Town Hall, 145 Main Street, Eclectic, AL 36024. An application is available on the town webpage, under the contact us tab.

Preference will be given to those who have previous experience and possess a DOT Emergency Vehicle Operator Course (EVOC) certificate.

### **Assistant Town Clerk**

The Town of Eclectic is accepting applications for the position of Assistant Town Clerk. Applications for this position must have the following minimum qualifications:

1. Must be organized and maintain an organized office.
2. Be able to manage numerous job duties at one time.
3. Pass a criminal background check, driving history check and drug screening.
4. Be physically capable of performing the tasks listed in the full job description.
5. Possess reception & communication skills, computer & general finance skills, filing and various office machine skills.
6. Have a good understanding of Excel, Word, Sage Accounting and other programs.

This is a full-time position. Benefits include Blue Cross insurance with family coverage available and participation in the Retirement Systems of Alabama. Interested parties can apply in person or mail an application to Eclectic Town Hall, 145 Main Street, Eclectic, AL 36024. An application is available on the town webpage, under the contact us tab.

Preference will be given to those who have previous experience in local, county or state government.