

West Jefferson, pop. 1310, is seeking a motivated FT Town Clerk/Human Resources Officer. West Jefferson is a progressive and livable community located in Ashe County in the Blue Ridge mountains of North Carolina. Town clerk responsibilities include the safekeeping of official town documents; preparation and compilation of agenda materials; taking minutes at official town meetings and performing administrative support and other tasks for the Town Board of Aldermen and Town Manager. Work in human resources involves administering recruitment and selection programs, performing payroll functions for all employees, managing benefits, personnel policies, compensation, training, and personnel records. Graduation from college with a BA/BS in public or business administration or closely related field and experience in human resource administration required; or an equivalent combination of education and experience. Must be able to multitask and possess strong communication and organizational skills. Proficiency in MS Word & Excel required. Salary DOQ. Send resume, letter of interest & completed employment application to Town Manager, POB 490, West Jefferson, NC 28694. Employment applications can be accessed at: [www.townofwj.com](http://www.townofwj.com) . Position open until September 8, 2017.