

JOB ANNOUNCEMENT

DEPUTY CITY CLERK

Responsibilities

Responsibilities will include assisting the City Clerk in recording minutes of council meetings and maintaining all municipal documents, preparation of official reports, financial records, accounts payable, payroll and coordinating municipal elections. The candidate hired for this position will be in training for the position of City Clerk.

Requirements and skills

- Proven work experience in a local government setting or similar role.
- Computer skills and knowledge of software applications
- Accounting experience preferred.
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Time management and organizational skills

Position will require some mandatory education & training which will involve travel.

Submit resume to City Clerk, City of McCaysville, PO Box 6, McCaysville, GA 30555 or email information to ngodfrey@etcmail.com

Starting Salary: \$20/hour or based on experience.