

The City of Zearing is accepting applications for an Assistant City Clerk.

The applicant will perform their duties under the supervision of the City Clerk and ultimately the City Council.

Application Deadline is January 6, 2022.

The Position requirements include but are not limited to the following:

Duties and Responsibilities:

- Maintaining confidentiality of documents and accounts for the City of Zearing.
- Performing daily office duties: mail collection, processing water bill payments, answering telephone calls, emails and in-person citizen questions.
- Handling of City documents; filing, recording and storing them properly.
- Operating and maintaining office equipment such as computers, copiers and fax machine.
- Assist with the cleaning and vacuuming of City Hall.
- Additional tasks as requested by the City Clerk, Mayor or City Council.

Skills and Specifications:

- Strong communication and interpersonal skills.
- Must possess a pleasant personality.
- Must possess customer service and coordination skills.
- Basic computer operating knowledge.
- Ability to work cooperatively with people.

Education and Qualifications:

- High School Diploma or equivalent.
- No previous experience necessary, but helpful.

Hours Available: 10 - 20 hours per week.

Application Deadline is January 6, 2022. The City of Zearing is an EOE.