

Part-time Assistant Town Clerk

Under the supervision of the Town Manager, performs responsible administrative work in the maintenance of official municipal records of the Town, and the performance of all clerk duties as required by law; performs related duties as required. Serves as official secretary for the Town Council and Mayor in handling multiple duties in the absence of Town Clerk. Works closely with the Town Clerk and available in case of absence of Town Clerk to answer telephone and walk in questions and requests. Have knowledge of and skill in the use of computers including Microsoft XP and all components of Microsoft Office. Records management and the ability to handle a variety of items including filing, word processing, cash register and other office equipment a must. High school diploma required and course(s) in advanced governmental bookkeeping a plus.

Must have the ability to establish and maintain effective working relationships with other employees and the general public. Experience in Utility Billing, General Ledger, Accounts Payable and Payroll is a plus. Typing skills required 30 words/minute.

Apply to:

Town of Hobgood
Attn: Town Manager
P O Box 217
Hobgood, NC 27843
252-826-4573