

NOTICE OF EMPLOYMENT OPPORTUNITY

Town of Colorado City

POSITION: Deputy Town Clerk

JOB DUTIES: The Town of Colorado City is accepting applications for the position of full-time Deputy Town Clerk. The Deputy Town Clerk assists the Town Clerk in carrying out all functions of the office and performs the duties of the Town Clerk when necessary. Primary responsibilities include: reception of the public, assist with HR, assistance with Town business and animal licensing, prepare Council agendas, transcribe minutes, records management, municipal elections and various administrative tasks as needed.

SPECIAL: **Minimum Requirements:** Applicants must be at least 18 years old and must be qualified to work in the United States. Ability to type fluently and operate a computer. Excellent interpersonal/communication skills. Ability to deal diplomatically with the public and other Town departments.

Minimum Experience: General office training, and one year of related office experience. Proficiency in Microsoft Word, Excel and Outlook.

Must be willing to obtain Certification as a Municipal Clerk, Municipal Election Official, Campaign Finance Official, or closely related professional certification.

Education/Training: Requires a high school diploma or equivalent Also requires knowledge of modern office practices, procedures and equipment, excellent communication skills, maintaining productive working relationships, and the ability to work well with the public in a fast-paced government environment with frequent interruptions.

Preferred Qualifications: Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a degree in Public Administration, Business Administration, or a related field. Experience with a Municipal Clerk's Office, records management, municipal elections, campaign finance, or closely related area is preferred.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs and requirements of the job change. The selection process may consist of evaluation of application material, oral interviews, written examinations, performance tests, assessment centers, physical ability tests, probationary periods or any other screening technique.

PAY RATE: \$18.00 to \$20.00 per hour depending on experience.

APPLICATIONS:

Applications available at the Colorado City Town Hall or on web site www.tocc.us. Must be submitted with a resume and a cover letter.

To apply, submit a Town of Colorado City employment application in person or electronically; email to clerk@tocc.us; fax to 928-875-2778; physical address: 25 S. Central Street; mailing address: P.O. Box 70; Colorado City, Arizona, 86021. Application period will close at 5 PM on Tuesday May 4th, 2021.

THE TOWN OF COLORADO CITY IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, color, national origin, sex, religion, age, results of genetic testing, or disability in employment or the provision of services.