

# City of Carlin

## ASSISTANT CITY CLERK

OPEN/COMPETITIVE

OPEN OCTOBER 4, 2019

CLOSED OCTOBER 18, 2019, AT 5:00 P.M.

Reporting to the Carlin City Clerk, this position will be responsible for performing advanced or specialized administrative and office support functions and oversees and directs other clerical functions. The successful applicant will perform complex and or specialized support of **financial records, filing, overseeing accounts receivable and payable, utility billing and payroll**. This position also includes responsibilities as the secretary for various City Boards including the preparation of agendas, meeting minutes and records. Work must be legible, concise and accurate.

The successful candidate will be required to interact with the public in person, on the phone, as well as via fax and email. Strong communication skills are a positive attribute. The successful candidate will have the ability to communicate effectively and work in a spirit of cooperation with employees, elected officials, and the general public. The successful candidate should possess strong computer skills including but not limited to **Outlook Express, Excel, Word, Publisher, the design and use of complex spreadsheets**.

The successful candidate **should have five years** of office experience.

This is a non-exempt position and the hourly salary range is \$15.01 - \$16.24, plus an excellent benefits package. Initial salary will be determined by experience and qualifications.

The applicants with the highest qualifications as determined by the screening process will be invited to one or more interviews which may include written examinations, one or more oral presentation exercises, situational responses, or a combination of assessment exercises. To be considered for this position, a cover letter and a City of Carlin employment application must be completed and returned to the Human Resources Department no later than **5:00 p.m. on, October 18, 2019**. For application materials, visit our website at [www.cityofcarlin.com](http://www.cityofcarlin.com) or call (775) 754-6354.

The City of Carlin is an Equal Opportunity Employer