

Town Clerk

The Town of Broadway is seeking a detail-oriented, self-motivated team player able to work within a diversified environment. Applicants will be responsible for working effectively with the general public and exercising exceptional customer service.

Professional appearance and phone etiquette with excellent communication skills working with the public and coworkers required. Strong technical skills (Microsoft office suite, word processing, data entry and retrieval, other computer skills) a plus.

The Town Clerk is responsible for preparing packets for town board meetings and executing legal documents, serves as the official custodian of public records, maintains and indexes minute books, performs administrative and secretarial duties for the Mayor and Town Manager, and coordinates required public notices and hearings through advertisement and posting. The Town Clerk also serves as the Public Works Administrator, which includes preparing the monthly water bills, collection of water payments, assisting customers in response to public inquires over the telephone, in person and/or in writing as to the status of water account issues. The Town Clerk is also responsible for assisting with weekly accounts receivable, payroll, and annual budget preparation. The Town Clerk manages the sale of plots in the town cemetery.

The preferred candidate would have a bachelor's degree or associate degree in business from an accredited college/university or community college and three years of office experience. The candidate may also be required to take classes with the UNC School of Government. This is a full-time position with a 90-day trial period. Benefits: 401(k) with 2% employer match, Health, Dental, Vision, and Life Insurance, retirement, and paid time off. Salary is dependent on education and experience.

Interested candidates should send their cover letter and resume to *manager@broadwaync.com* or mail to Town of Broadway, P.O. Box 130, Broadway, NC 27505.

Resumes will be accepted until the position is filled.

The Town of Broadway is an Equal Opportunity Employer.