

CITY CLERK



Career Opportunity

May 8, 2017

Now accepting applications for City Clerk

The Position

The City Clerk is responsible for the proceedings of the City Council; maintaining a safe place for all records and documents pertaining to the affairs of the City; and shall perform such duties as may be required by law or ordinance or as the City Council and/or City Manager may direct.

Complexity/Scope of Work

The purpose of this position is to coordinate the City's records management and election functions. Successful performance contributes to the efficiency, effectiveness and propriety of a variety of City functions and operations.

The work consists of varied management and administrative duties. The variety of tasks performed contributes to the complexity of the work.

Minimum Requirements

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

Two to three years of clerical, record keeping experience.

Benefits

- Health, dental and vision insurance
- Life insurance for each employee
- Direct deposit
- Retirement plan
- Paid Time Off (PTO) is provided to regular full-time employees to be used for vacation, personal illness, illness of an immediate family member, or other personal business.
- Paid Time Off (PTO) accrual is based on annual hours worked and completed years of service.
- 11 paid holidays per year

STARTING SALARY FOR
THIS POSITION IS

\$ 53,368.71

Dependent upon qualifications
& experience

Interested?

Submit a completed application and resume to the City of Canton, Human Resources Department, 151 Elizabeth Street, Canton, Georgia 30114 or email to lorrie.waters@canton-georgia.com. Applications can be downloaded from our website at www.canton-georgia.com or obtained from 151 Elizabeth Street, Canton, GA 30114. Applications will be accepted until the position is filled.

The City of Canton is an Equal Opportunity Employer.