

City Clerk

Department

Administration

Summarized Description

The employee in this position is responsible for retention of records for the City, must be highly organized with a professional demeanor. Primarily, the employee will handle a variety of clerical duties including preparation of city council meeting agendas, transcribing minutes of city council meetings, resolutions, reports, and proclamations.

Wage

Approximately \$60,000/year dependent upon experience and qualifications.

Required Qualifications

- 21 years of age or older;
- Possess a Valid Driver's License ;
- High School Diploma;
- Some college preferred;
- 3-5 years minimum clerical and customer service experience;
- Proven ability to communicate clearly and concisely both orally and in writing;
- Must have the ability to be bonded;
- Must be able to lift 25 pounds.

The City of East Ridge is an Equal Opportunity Employer and TN Drug Free Workplace

This position will be open until filled. Applications may be submitted electronically to Michelle Sinigaglio, Human Resources Director.

Email: msinigaglio@eastridgetn.gov

Applications may also be mailed to City Hall.

City of East Ridge
ATTN: Human Resources
1517 Tombras Avenue
East Ridge, TN 37412