

Town of Manila

Invites applications for the position of

Deputy Clerk/Planning and Zoning Secretary

Job Description: 20-25 Hours a week

Duties as a Deputy Clerk/ Planning and Zoning Secretary include:

- Preparing agendas and taking minutes for Planning and Zoning
- Town Business Licenses
- Receipting, Deposits
- Customer Accounts
- Quarterly Reports
- Gramma Requests
- Works under the direction of the Mayor and the Town Clerk
- Other duties as assigned

Qualifications: The temperament and communication skills necessary to work with the public.

The professionalism to handle confidential documents /information.

Must be computer literate:

- Word processing, spreadsheet, database, presentation software, email, webpage, Facebook, etc
- Capable of learning specialized software such “Pelorus”

Experience in local government with an emphasis on financial management and planning/development a plus.

Must be very organized and able to multi-task in a busy environment

Able to pass a criminal background check

Salary: Wage depends on experience (No benefits attached to this position)

Closing Date: Open until filled--with the first review of applicants on Friday May 27, 2016, 2:00 PM

Projected Starting Date: June 6, 2016

Applications are available at the Town of Manila. Contact Marlina Connor at 784-3143. Your full application package should include the Employment Application form, two letters of reference, and any other documents as needed.

Those receiving an interview will be contacted by phone to set an interview appointment.

The Town of Manila is an equal opportunity employer