

Full Time Assistant City Clerk

The City of Early will be accepting applicant for a full time Assistant City Clerk to be trained to take over as City Clerk in two years. Duties consist of: agenda preparation and official minutes of council meetings, municipal records management such as ordinances and other acts as set forth by Law and the city council, provide control and oversight of City finances, accounts payable, budgeting, cemetery management, utility billing and payroll. Duties require accuracy, proficiency, confidentiality and independent judgement. Applicants must possess excellent oral and written communication skills, and good computer skills. Applicants are subject to back ground check, pre-employment physical and drug testing. Salary will dependent upon experience. Applications are available at city hall or on the cities website www.earlyia.com . Accepting applications until position is filled. EOE.

City of Early
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