

Town Clerk

Town of Maxton North Carolina

The Town of Maxton is seeking qualified candidates for Town Clerk. This highly responsible position maintains all town records/documents including ordinances, resolutions, minute books, contracts, leases, and other official documents; serves as Secretary to Board of Commissioners, Planning/Zoning Board, and Board of Adjustment/Appeals; serves as Human Resources manager; assists department heads in document preparation, sorts/distributes mail, updates website, and performs other duties as required by Town Manager. Position deals directly with general public and requires a professional disposition, practical knowledge of local government operations, and a thorough knowledge of town ordinance. Starting salary \$38,605.00. Associates degree and three (3) years' experience as Town Clerk or related position, or an equivalent combination of education/experience of seven (7) years. To apply email cover letter, resume, and references to manager@ci.maxton.nc.us. The Town of Maxton is an equal opportunity employer. Position open until filled.