

Deputy Clerk Magee City Hall

Job Opening

Starting date is June 6, 2022

Applications can be picked up at city hall.

Deadline for applications May 13,2022

Salary 31K range. Based upon Board of Alderman.

Health Insurance

State Holidays

PERS retirement package

40 hr week 8-5

Qualifications

Bookkeeping Experience

Phone skills

Computer skills

Notary Public. City will pay for certification.

Police fines clerk. City will train.

Water and Sewer clerk assistant. City will train.

Clerk will need an insurance bond. City will pay.

Clerk will work under the supervision of the city clerk and the Magee Board of Alderman. Candidate will be interviewed and hired by Magee Board of Alderman. Clerk will have a background check. All city employees work at the will and pleasure of the Board of Alderman. All city employees are hired on a six month trial basis.

Main Duties

1. Balance Cash Drawer daily.
2. Key/Process all deposits. Reconcile accounts.
3. Process/Maintain Privilege City business license.

Part time assistant deputy clerk

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Salary is \$10.00 per hour with a guarantee of 20 hours per week. Additional time will be allowed for replacement of full time employee's sick leave and vacation time. Employee will be required to work Monday thru Friday 11:00 am to 1:00 pm. Other ten hours will be at the discretion of the deputy city clerk. Employee will be trained by the deputy city clerk. Employee will be hired and work at the will and pleasure of the Magee Board of Alderman.