

Town of Coal Creek
JOB OPENING
TOWN CLERK

NATURE OF WORK

This job includes responsibility for administrative work under the direction of the Board of Directors or designee of the Town of Coal Creek.

1. Work responsibilities include and are not limited to preparation and maintenance of all Board records and other official municipal documents.
2. Assistance with elections within the Town as needed.
3. Issuance of licenses and permits.
4. Recording various documents and vital statistics.
5. Preparation of reports, billings, correspondence, and financial accounting will be required.

Work involves extensive public contact, and work is performed in accordance with the ordinances and general law.

The job requires initiative, judgment, and ability to work effectively and independently with the public and other officials.

PHYSICAL actions of stooping, kneeling, reaching, walking, and working with the public are required.

POSITION is responsible to the Town Board or the board designee. A conscientious self-starter and ability to work without direct supervision is required.

DUTIES AND RESPONSIBILITIES

Numerous office duties, 20-30 hours a week on average. A more detailed list of responsibilities is available at Town Hall for interested parties.

REQUIREMENTS

Must be able to attend all public town meetings, prepare agendas, maintain minutes of meetings.

Knowledge or ability to research and understand State of Colorado statutes relating to the duties.

Knowledge of bookkeeping. (QuickBooks is recommended)

Proficiency in the use of computers and other office equipment.

High School or equivalent diploma.

Able to pass drug screen test.

The salary range is \$17 - \$20 per hour.

Take job application and résumé to Town Hall at 615 Main in Coal Creek, CO

Please apply prior to April 5, 2024

The Town of Coal Creek is an Equal Opportunity Employer.