

TOWN CLERK

The Town of Taylortown, is seeking a highly motivated & experienced individual to serve as Town Clerk. This employee reports directly to the Mayor & Town Council & is responsible for ensuring the efficient operation of the clerk's office & maintaining a commitment to delivering high quality services to our residents. The ideal candidate should have excellent communication skills as well as strong organizational & leadership skills. He or she must also possess a comprehensive knowledge of municipal & legislative processes. The successful candidate will be responsible for attending and preparing minutes for all meetings of the town council, payroll & financial documents. Bachelor's degree or CMC preferred or equivalent experience. Excellent benefits package. Position is open until filled; however, for full consideration application should be received by
November 10, 2017.

Job application can be found on the town website:
www.taylortown.org

Submit resume to:
The Town of Tayortown, Attn Commissioner Thompson,
P.O. Box 1274, Pinehurst, NC 28370

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