

Job Title: City Clerk

Location: City of Sebree

Job Type: Part Time

# HIRING

The City of Sebree, Kentucky is seeking an organized and detail-oriented individual to serve as the City Clerk. As the primary administrative support to the Mayor and City council, the City Clerk plays a vital role in maintaining accurate records as well as providing customer service.

## **\*Responsibilities\***

Maintain accurate and up-to-date records of city council meetings, ordinances, and resolutions.

Provide administrative support to the Mayor and City Council, including preparing meeting agendas and minutes.

Provide customer service, respond to inquiries, and resolve issues in a timely and professional manner.

Perform other duties as assigned by the mayor

## **\*Requirements\***

Highschool diploma or equivalent required

Excellent communication and customer service skills

Ability to maintain accurate records and prepare reports

Ability to work independently and as part of a team

## **\*How to Apply\***

Submit application and resume to:

City of Sebree

PO Box 245

Sebree, KY 42455