

## **Job Opening: Deputy Clerk – Town of Crawford**

The Town of Crawford is seeking a dedicated and professional individual to join our team as a Deputy Clerk. This position plays a vital role in supporting the administrative functions of our local government.

### **Key Responsibilities:**

- Provide exceptional customer service to residents and stakeholders.
- Multitask effectively in a fast-paced environment.
- Take accurate meeting minutes and assist with documentation.
- Utilize Asyst software; experience is a plus.

### **Qualifications:**

- Strong customer service skills.
- Prior governmental experience is preferred.
- Ability to pass background checks and be bonded is required.
- Experience with Asyst software is an advantage.

### **Compensation:**

Wages are commensurate with experience.

### **Application Process:**

Interested candidates are encouraged to submit their resume and cover letter to [crawforclerk@gmail.com](mailto:crawforclerk@gmail.com). Join us in serving the community and contributing to the efficient operation of the Town of Crawford.

The Town of Crawford is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.