

Deputy Clerk Position at the Town of Crawford

The ideal candidate will provide administrative support for the Town Clerk, perform various clerical duties, and maintain accurate records. The role requires excellent communication skills, attention to detail while working with interruptions. Pay will be based on experience. Hours are Mon-Thurs 8-4:00. Please email crawfordclerk@gmail.com for full job description.

The Town of Crawford is currently seeking applicants for the position of Deputy Town Clerk. The position requires strong customer service skills and the ability to multitask. Governmental experience, ability to take minutes and Asyst software experience a plus. Background check required and the ability to be bonded. Wages are dependent upon experience. Applications and detailed job description available at the Crawford Town Hall or email crawfordclerk@gmail.com. The position is open until it is filled.

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. 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.