

## **City of Monroe Job Opening**

### **City Clerk - Starting Pay Rate: \$42,907 - \$58,097 per year DOQ**

The City of Monroe (population 10,768) is seeking an energetic, community minded individual to fill a vacancy in the administration department. The qualified applicant will be responsible to perform administrative and customer service duties, coordinate elections, process license applications, and compose various documents in a fast-paced office environment.

An ideal candidate will possess good communication skills, the ability to multi-task and maintain focus when interrupted, is a self-starter, and will have a flexible schedule to cover meetings and administer elections as needed. Additionally, they should display a great deal of charisma and ethical decision making skills while being adept at educating a variety of audiences through presentations, oral, and written communications using both traditional and non-traditional sources.

A high school diploma or General Education Degree (GED) is required. Preference will be given to applicants who have an Associate's Degree or higher and have at least three years' experience in an administrative support role with extensive public interaction. Qualified applicants must exhibit proficiency in Microsoft Office 2010 suite (Outlook, Word, Excel, and PowerPoint). Excellent communication and ethical leadership skills along with the ability to work with a diverse range of people including staff, elected officials, and the public are essential. Additionally, a valid motor vehicle operator's license is required.

Normal work hours are Monday – Friday from 8:00 am until 4:30 pm along with 6 - 8 late afternoon/evenings per month.

To view the complete job description, qualifications, a summary of benefits, and to apply, go to the City's website at [www.cityofmonroe.org](http://www.cityofmonroe.org) click on the "Employment" link in the lower left hand side of the web page and follow the on-screen navigation. The City only accepts online applications, which will be accepted until 11:59 PM on Sunday, January 21, 2018.

The City of Monroe is an equal opportunity employer.