

City Clerk / Treasurer, City of Travelers Rest

Position Category: Administration

Job Duties include but are not limited to:

- Coordinates and attends Council meetings, prepares agendas, records minutes and maintains records of meetings and maintains City Ordinance files
- Coordinates municipal election which includes but is not limited to preparing, distributing and accounting for voting materials.
- Codes receipts, reconciles daily cash, and keeps such records as needed to verify cash balances.
- Institutes and maintains accurate personnel records on all city employees, including rates of pay, insurance, workers compensation, retirement, credit union, issuance of pay checks, etc.

Qualifications

- 1) Minimum of (3) three years' experience as City Clerk, Assistant Clerk, clerical, accounting, human resources, data processing or office administration; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities; and
- 2) Demonstrate:
 - Math skills including addition and subtraction, multiplication and division, and/or calculating ratios, rates, and percentages.
 - Capacity to serve others, attending to their requests and exchanging information with them.
 - Computer proficiency and technical aptitude with the ability to use Microsoft Word, Excel, and Outlook and custom applications.
 - Strong ethical standards, reliability, professionalism, positive attitude, and ability to remain calm in stressful situations.
- 3) Any equivalent combination of education and experience.

How to apply: Submit your application, cover letter and resume to Eric Vinson, City Administrator, City of Travelers Rest, 125 Trailblazer Dr. 29690. The City of Travelers Rest is an equal opportunity employer.

Pay Range: \$50,0320 - \$60,538 Depending on qualifications

Deadline: August 11th, 2023

For a complete job description and to download an application please visit www.travelersrestsc.com. Job announcements are posted on the Community Bulletins page and applications may be downloaded from the Forms page.