



# Town of Fredonia

## Clerk's Office

25 N Main St. \* PO Box 217 Fredonia AZ 86022

Office (928) 643-7920

Email: [townclerk@fredoniaaz.gov](mailto:townclerk@fredoniaaz.gov)

The town of Fredonia is hiring for the following position. Please complete a Town of Fredonia application located on the town website or available at the town office along with your resume. Applications are being accepted at the town office or e-mailed to [townclerk@fredoniaaz.gov](mailto:townclerk@fredoniaaz.gov)

**Posted Date:**

June 18, 2024

**Closing Date:**

July 2, 2024

**Position:** Assistant Deputy Clerk

**General Statement of Duties:**

Responsibilities include but not limited to:

- 1) First and on going point of contact for residents
- 2) Provide administrative and clerical support for the Clerk's Office
- 3) Process utility payments ensuring a high level of accuracy, detail and confidentiality
- 4) Assist with the preparation for City Council and Planning and Zoning meetings, transcribe minutes, and process the agenda, follow up on items such as ordinances resolutions, agreements, and notices of completion
- 5) Respond to staff and public inquiries received and process public records requests
- 6) Verify and review forms and reports for completeness and conformance with established regulations and procedures
- 7) Gather, assemble, update and distribute a variety of department or Town specific information, forms, records and data as requested, including updates to the website and Facebook
- 8) Additional duties as assigned

Required:

- 1) Excellent organization and public relation skills
- 2) Strong verbal and written communication skills
- 3) Attendance at City Council and Planning and Zoning Meetings
- 4) Computer Literate

**Pay Rate:**

\$20.00 - \$ 22.00/ OR DOE

**"FREDONIA: GATEWAY TO THE CANYONS"**