



Town of Fredonia

Clerk's Office

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

Office (928) 643-7920

Email: frontdesk@fredoniaaz.gov

Posted Date:
April 29, 2024

Closing Date:
May 13, 2024

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.

Position: Deputy Clerk

Job Description:

Responsibilities include but are not limited to:

- 1) First and ongoing 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 agenda follow up 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 literacy

Pay Rate:

\$20.00 - \$22.00/hr DOE

"FREDONIA: GATEWAY TO THE CANYONS"

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