

Deputy City Clerk

The City of Atkins, Iowa, population 2000, is accepting applications for a part-time (30) hours / week Deputy Clerk. The position performs; general utility billing for the City, accounting, general clerical and administrative work of more than average difficulty in assisting the City Clerk / Treasurer with administrative functions including responsibility for assigned tasks and related duties as required.

Preferred applicant should possess an Associates Degree in Accounting or Business Administration (with emphasis in accounting) or equivalent experience in public administration and or business administration; have excellent customer service skills; ability to work with a team and independently; must be bondable; have good oral and writing skills; demonstrated communications skills; proficient in PC keyboarding and Microsoft Office programs is required. Work environment is an office setting. Occasional off hours may be required for meetings. Salary is based on qualifications and experience. Benefits include vacation, holiday, sick leave. Successful completion of a pre-employment background check, physical and drug test is required.

Application for employment and job description is available at Atkins City Hall, 480 Third Avenue, PO 171, Atkins Iowa 52206, 319-446-7870, available in person, by mail, or online at www.cityofatkins.org. A completed employment application is required to be considered for the position. Return application, cover letter, and resume with references, by 4:00 PM Tuesday, September 7, 2021 to: City Clerk, City Hall, 480 Third Avenue, PO 171, Atkins Iowa, 52206, or email cityclerk@cityofatkins.org (PDF format).

The City of Atkins is an Equal Opportunity Employer. The City of Atkins prohibits discrimination in hiring due to age, race, color, creed, sex, national origin, religion, disability, or veteran's status.