



## City Clerk

The Town of Coopertown is accepting applications for a full-time City Clerk to work Monday – Thursday, 7:30 a.m. – 5:00 p.m and Friday, 8:00 a.m – 3 p.m. The position will start by working alongside the current City Clerk, training in all aspects of the position. Essential responsibilities for this position include Human Resources Administration, processing payroll, assisting the Mayor and City Recorder, and assisting walk-in customers. Candidate will be a self-starter, able to multi-task and meet the following job requirements:

- Human Resources education and/or experience a must
- Accounting education and/or experience preferred
- Payroll administration preferred
- Excellent communication, customer service and organizational skills
- Ability to be bonded
- Excellent skills in Microsoft Office (i.e. Word & Excel)
- Experience with web page administration
- Ability to pass a background check

Pay Range \$20.00 - \$22.00 per hour, depending on experience

Please download a Town of Coopertown Employment Application at the Town's website: [www.coopertowntn.org](http://www.coopertowntn.org). Qualified applicants should submit their completed application, resume, cover letter and salary requirements by either emailing to [cityclerk@coopertowntn.org](mailto:cityclerk@coopertowntn.org) or drop off or mail to the following address:

Town of Coopertown  
2525 Burgess Gower Rd.  
Springfield, TN 37172  
Attention: Human Resources

THE TOWN OF COOPERTOWN IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. [www.coopertowntn.org](http://www.coopertowntn.org)