

# TOWN OF MASON

## JOB OPENING: City Recorder / Utility Clerk

**SALARY: (Entry Level) \$12.00 Hourly**

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**Open Date:** September 7, 2017

**Close Date:** Closed when Filled

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**Position Summary:**

Responsible for a broad range of administrative, accounting, and support services under the general supervision of the Human Resources Manager/Office Manager. Instructions to the employee are general and the employee must routinely use independent judgement when performing tasks. Position will have front office Utility Clerk responsibilities.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited high school or possess equivalency and preferably with course work in business/public administration, accounting or finance; and, at least 3 to 5 years of experience in accounting, finance or advanced clerical work.

**SPECIAL REQUIREMENTS:**

- Must be a U.S. Citizen or eligible to work in the United States.
- Must pass a comprehensive background check.
- Must pass the pre-employment process.
- Must possess a valid Tennessee Driver's License and have current automobile insurance.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Writing and speaking words, sentences, and phrases to clearly and concisely communicate ideas.
- Listen and understand what is being said.
- Pay attention to details and act in a responsible and dependable manner.
- Establish and maintain effective working relationships with other employees.
- Strong interpersonal skills.

**DUTIES AND RESPONSIBILITIES:**

- Prepares the agenda for governing body meetings, keeps minutes and maintains records of the proceedings of such meetings.
- Prepares resolutions and ordinances for consideration by the governing body.
- Enforce all ordinances of the City including the provisions of all franchises, leases, contracts, permits and privileges granted by or pertaining to the running of the City.
- Perform Utility Clerk duties.
- Perform other related duties as assigned.

**Town of Mason is an Equal Opportunity Employer.  
Does not discriminate on the basis of race, color, age, sex, national origin or handicap status.  
Equal Opportunity Employer M/F/H/V**

**PLEASE APPLY** at the Town of Mason; Mason City Hall; 12157 Main Street