The Town of Dandridge is now accepting applications for the following position:

Town Recorder

Essential Duties/Responsibilities Include:

- Serves as Records Clerk to Oversee/respond to all requests for open records
- Administrative tasks to assist the Board of Mayor & Aldermen and all Commissions
- Prepares Public Notice for all meetings
- Prepare/distribute agendas/packets for the BMA and all Commissions
- Attends evening meetings of BMA and all Commissions to take and transcribe minutes of proceedings
- Schedule/track training requirements for BMA & Commissioners
- Assist Codes Enforcement/Building Inspector as needed
- Daily cash receipts/reports and deposits
- Prepare/receive bid documents for competitive & sealed bids
- Process beer license applications and annual privilege tax notices, permits
- Process applications for special events, roadblocks, etc.
- Issue/maintain Food Truck Permits
- Prepare/maintain/process all records for Insurance Renewals (Liability, Property, & Workers Comp)
- Maintain Drug Free Workplace program
- Maintain/track town inventory
- Maintain Town’s Facebook page
- Order supplies
- Operates standard office, data and word processing equipment (Advanced use of Microsoft 365 Office)
- Effective communication skills
- Other related work as requ

Required Education and/or Experience:

- Required – Associates degree; two – three years related experience and/or training; or equivalent combination of education and experience.
- Preferred – Bachelor’s degree from a four year college/university; four - five years related experience and/or training; or equivalent combination of education and experience.

State of TN City Recorder Certification to be obtained within 4 years and maintained thereafter.

Applications are being accepted until position is filled.
Applications can be found at: Apply For a Job – Town Of Dandridge Tennessee (dandridgetn.gov)