

ACCEPTING APPLICATIONS

Town of Tellico Plains

Full Time – City Clerk

The town of Tellico Plains is now accepting resumes for the position of City Clerk. This full time role is responsible for finance management, record keeping, and administrative support for the town's operations.

MINIMUM QUALIFICATIONS

- CMFO or the ability to obtain Certified Municipal Finance Officer certification with two years of hire.
- Experience with Local Government software
- Strong organization, communication, and computer skills
- Knowledge in Excel

Applications will be accepted until Friday, March 20. The position may be filled earlier if an exceptional candidate is identified, so early submission is encouraged.

Resumes must be submitted to the Town of Tellico Plains at mayor@tellicotn.org

The town of Tellico Plains is an Equal Opportunity Employer.