



## **Position Announcement (City Clerk)**

**The City of Indianola, Mississippi is seeking qualified applicants for the position of City Clerk.**

**Duties:** To perform all of the duties of a city clerk, as provided by Mississippi state law and the ordinances, rules and regulation of the City of Indianola, Mississippi. To plan, direct, manage and oversee the activities and operations of the City Clerk's Office, including, but not limited to, preparing the agenda for the Mayor and Board of Aldermen, taking and transcribing official minutes of the regular and special meetings of the Mayor and Board of Aldermen, coordinating municipal elections, publicizing legal notices, and maintaining all official documents and records for the City. Actively participates in implementation of the city budget, manages municipal finances to include bookkeeping, accounts payable, accounts receivable, payroll and all federal and state reporting associated therewith. City Clerk receives policy direction from the Mayor and Board of Aldermen. Exercises direct supervision over deputy city clerks, clerical staff and water meter maintenance and readers and other duties as assigned.

**License or Certificate:** Possession of certification by the Mississippi Municipal Clerk's Association is required, or enrollment in a certification program within the first twelve months of employment with achievement of certification within the first two years of employment.

**Qualifications:** A Bachelor's degree from an accredited college or university with major course works in public Accounting and holds a CPA certification or 10 years municipal government financial experience and five years of increasingly responsible administrative office experience. Applicant must have experienced knowledge of accounting and municipal finance. Applicant must have awareness of laws, rules, and regulations governing aspects of city administrative and financial operations, including budgeting, pay and employment. Work experience will be considered as a major factor in the selection process.

**Background Checks:** A criminal background check will be conducted. A department of motor vehicles background check will be conducted to verify the City of Indianola's insurance carrier can insure applicant. Applicant must be bondable.

**How to Apply:** Resume with a completed application must be submitted to the Mayor's Office, Post Office Box 269, City of Indianola, Mississippi 38751. Applications may be obtained from the Mayor's office, (662) 887-1825

**Closing Date:** All applicants are requested to apply by **4:30 p.m., July 23rd, 2018**; however, the position will remain open until filled.

**Residency Requirement:** The City of Indianola requires that the City Clerk to be a resident of Indianola, MS. Successful applicant will be required to comply after employment.

**Salary:** The Salary will be based on qualifications and experience of the applicant.  
\$45,00-\$60,00 Annually

**Following an offer of employment and prior to starting work, individuals must have a pre-employment drug test by a physician designated by the City of Indianola, MS. The examination will be paid for by the City.**

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City of Indianola is a "Drug Free Workplace".*