

Job Opening

Job Title: Deputy Clerk-Treasurer

Position: Full-Time

FLSA Status: Exempt

The Deputy Clerk-Treasurer is an appointed position and serves at the pleasure of the Clerk-Treasurer.

Duties and responsibilities include, but are not limited to:

Assisting the Clerk-Treasurer, processing accounts receivables and payables, payroll, and maintaining City assets, answer telephone calls, assist the public and employees.

Qualifications: High school diploma or general education degree (GED), previous administrative experience working in a government related environment is desired. Must have computer software skills of Microsoft Outlook, Word, Excel, and the ability to learn government payroll and accounting software. Must be able to multi-task, and have the ability to operate a computer and other office equipment.

Please complete application and return by noon on Friday, June 10, 2022:

Clerk-Treasurer
Decatur City Hall
172 N 2nd St
Decatur, IN 46733