



THE TOWN OF MOUNTAINAIR

IS ACCEPTING APPLICATIONS FOR

Town Clerk

SALARY: \$43,680
BENEFITS: 100% Health, dental & vision coverage for employee and spouse. (up to \$15,705.82 annual value.)
PERA Retirement Plan

QUALIFICATIONS FOR EMPLOYMENT

- Must have excellent time management practices, juggling multiple task/projects and meeting strict deadlines.
- High school diploma or GED
- Must have experience or training in accounting, finance, operations mgt, marketing, strategic mgt, and be able to understand the political, legal, and ethical environment of municipal government.
- Must have extensive experience in creating and manipulating Excel workbooks for analytical and reporting purposes.
- Must have extensive experience in creating and manipulating Word documents.
- Must have extensive experience in computer and internet applications. IT experience is a plus.
- Must have experience in Adobe Acrobat Pro.
- Must be able to accurately interpret ordinances and statutes.
- Must have excellent interpersonal communication skills with other employees, contractors, and the general public.
- Must be able to pass pre-employment and random drug tests.
- Must be able to pass a computer skills assessment test.
- See job description for other requirements.

APPLICATIONS AND JOB DESCRIPTION CAN BE OBTAINED AT:

**TOWN OF MOUNTAINAIR
TOWN HALL, 105 E BROADWAY, PO BOX 115, MOUNTAINAIR, NEW MEXICO 87036
(505) 847-2321**

OR VISIT OUR WEBSITE AT: WWW.MOUNTAINAIRNM.GOV

THE TOWN OF MOUNTAINAIR RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICATIONS WITHOUT NOTICE. NO INTERVIEW IS GUARANTIED.

**THE TOWN OF MOUNTAINAIR IS AN EQUAL OPPORTUNITY
EMPLOYER**