



DEPUTY CITY CLERK

The City of Jennings is accepting applications for the full-time position of Deputy City Clerk. The duties of the position entail providing administrative, clerical, payroll, and human resource functions to assist the City Clerk. The Deputy City Clerk shall complete the City Clerk's duties when the City Clerk is unavailable or unable to perform the duties of the position. The duties of the Deputy City Clerk will include working Monday through Friday and some evenings, based upon the meeting dates of the City Council, City Committees, and Commissions.

Requires knowledge, skill, and development equivalent to completion of bachelor's degree in Business, Public Administration, or four-year equivalent in related fields. Prefer 2 years of experience in municipal government with working directly with City Clerks, Mayors or City Managers. Requires ability to interpret and apply relevant state laws, ordinances, and rules. The starting annual salary is \$40,572 (GS-16).

Application available at Jennings City Hall or online at www.cityofjennings.org *Application and resume **MUST** be submitted together.* NO RESUMES ARE ACCEPTED WITHOUT COMPLETION OF OUR APPLICATION! Completed applications with resumes may be delivered to City Hall, mailed, emailed to jobs@cityofjennings.org or faxed to 314-388-3999. Applications accepted until the position is filled.

The City of Jennings is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.