

The **City of Tabor** is accepting applications for a **Part-Time Deputy Clerk** position.

This position assists with a variety of municipal operations, including but not limited to:

- Accounts payable and accounts receivable processing
- Payroll processing and online report filing.
- Cemetery record management
- Community room rental coordination and cleaning
- Assisting with utility billing processes
- General office operations and administrative duties
- Other duties as assigned by the City Clerk, Mayor, and/or City Council

Qualifications

The successful candidate must:

- Work well with the public and provide customer service.
- Be able to work independently and manage multiple responsibilities.
- Possess strong writing, communication, and interpersonal skills.
- Be proficient in Microsoft Word and Excel
- Maintain confidentiality and professionalism in a municipal office environment.

Hours and Compensation

- 12 to 18 hours per week
- Additional hours may be required during the City Clerk's absence.
- Starting wage: \$16.00 to \$18.00 per hour, based on experience

Application Information

Applications are available at:

Tabor City Hall 712-629-2295
626 Main Street, Tabor, Iowa 51653

OR

Email request:
cityclerk@cityoftabor.org

Office Hours:
Monday through Friday
9:00 a.m. to 12:00 p.m.
1:00 p.m. to 4:00 p.m.

Online at:
<https://www.taboriowa.us/vnews/display.v/SEC/Job%20Openings>

Job descriptions are available upon request. **Position will remain open until filled.**

The City of Tabor is an Equal Opportunity Employer.