

City of Jacksonville

NOTICE OF EMPLOYMENT OPENING

City Recorder

Applicants are required to complete and submit an official City application form.

Application packets can be obtained on the City website www.jacksonvilleor.us, or at City Hall located at 206 N. 5th St. Bldg A., Jacksonville, Oregon.

Minimum requirements:

High school diploma or equivalent

Certified Municipal Clerk Certification preferred or ability to acquire within a reasonable time period as desired by the City.

Desired Qualifications for Employment:

The position requires a person with an outgoing personality capable of greeting the general public, a willingness to handle problems and complaints with diplomacy. The position requires the ability to work well with other employees. Attention to detail and timelines is a must.

Salary range: \$39,500 - \$44,630 DOQ. Excellent benefits include medical, dental, and vision coverage, life insurance, earned time off, and city paid PERS.

First Review: Wednesday, June 21, 2017

Position open until filled

Applications must be submitted to:

City of Jacksonville
P.O. Box 7
Jacksonville, OR 97530
Attn: Stacey Bray / HR