

# **Deputy Clerk Position Opening**

## **Town of Chugwater**

**- \$18 per hour, hourly position**

**This role is as an assistant to the Clerk and will support all duties and responsibilities as directed by the Clerk and Governing Body. The purpose of the Deputy Clerk is as an apprentice to, with the intention of becoming, the full-time Clerk of the Town of Chugwater within one year of hire.**

**Duties to be assisted may include but are not limited to:**

1. Record keeping of minutes and bills, ordinances, resolutions and other municipal and legal documents.
2. Must have or obtain a public Notary with expense paid by the Town of Chugwater.
3. Publication of minutes, bills, advertisements, public hearings, meetings, and all other required postings.
4. Receive money on behalf of the municipality.
5. Keep accounts and books of revenues and expenses and provide reports to the same upon request of the Governing Body.
6. Disburse moneys when properly authorized.
7. Is expected to attend all meetings of the governing body monthly and other special meetings with proper notice.
8. Other duties as assigned

**Please drop off your resume for this position at Town Hall or email to [Mayor@Chugwater.com](mailto:Mayor@Chugwater.com).**

**Position selection will be determined at the Feb 3, 2025 Council Meeting at 7pm at Town Hall.**