



## **CITY OF HAVELOCK**

Post Office Box 368  
1 Governmental Ave.  
Havelock, NC 28532

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## **CITY OF HAVELOCK JOB VACANCY NOTICE**

**Date Issued: June 10, 2020**

**Position Title: Deputy City Clerk**

**Salary: \$34,739 (minimum starting salary)**

**Position Status: Full Time**

**Hours/days: 8:00 a.m. to 5:00 p.m., Monday through Friday. Minimal nights/weekends**

**Position Description:** This position provides administrative and secretarial support to the Administrative Services Department of Havelock City Hall and serves in the absence of the City Clerk. Prepares and collects information from various sources and works closely with the City Clerk to produce documents such as proclamations, resolutions, ordinances, board minutes, agenda documents and packets, correspondence/letters and other official documents. Work involves constant contact with the public. Responsible for taking minutes and agenda preparations for various committee meetings. Administers and oversees alcohol licenses for local businesses, along with animal licenses and registrations. Types various correspondence, letters, memorandums and reports for City staff and elected officials. Maintains official filing system of City records. Also serves as backup to the Human Resources Manager. Full depiction is available on City's website: [www.havelocknc.us](http://www.havelocknc.us).

**Education and Experience:** Graduation from high school and 3 - 5 years of administrative support experience, with a preference in municipal or county government office. An Associate's Degree is preferred. Experience in taking and transcribing meeting minutes a plus. Must possess exceptional customer service skills, excellent word processing skills and competent skills in the operation of assigned office equipment. Submit Resume/Application on the City's website: [www.havelocknc.us](http://www.havelocknc.us). The City of Havelock does not discriminate on the basis of race, creed, sex, color, age, political affiliation, national origin, religion or disability in its employment opportunities, programs, services or activities. Position is Open until Filled.

**Benefits:** The City of Havelock provides a self-insured medical plan, to include vision insurance at no cost to full-time employees. Life insurance at no cost to employee. A voluntary dental plan is also available. The City is a member of the NC State Retirement System – Local Governmental Employees Retirement section and pays an amount equal to 6.45% of employee's salary to his/her retirement account. In addition, the City contributes an amount equal to 5% of employee's salary to his/her supplemental 401k retirement account. Eleven (11) paid holidays, vacation and sick time.