

Town Clerk-Town of River Bend (pop. 3,000) in Craven County, located near New Bern is seeking qualified applicants for the position of Town Clerk. Current Town Clerk is retiring after 17+ years of service.

Town Clerk duties include but are not limited to-maintenance and safekeeping of official public records, serving as official custodian of all public records, attending and taking minutes of the Town Council meetings, publication, indexing, filing and safekeeping of all Council proceedings in accordance with general statutes and local ordinances. Duties also include typical office and clerical duties common to operations of a Town Hall, including processing utility payments, maintaining files, and providing information to the public. All applicants are encouraged to visit the town's web site at www.riverbendnc.org for a more complete job description.

Minimum qualifications include knowledge and competency associated with specialized training in the field, post-secondary education, and possession of a valid North Carolina driver's license. Preferred candidates will have 5+ years of experience as a Clerk or Deputy Clerk in local government. CMC and Notary Public credentials are preferred.

Starting salary is based upon qualifications and experience and is supplemented by a benefits package which includes LGERS retirement, 401(k) and medical insurance. The current range is \$38,007-\$53,085. A resume and cover letter may be mailed or delivered to: Town of River Bend, Attn: Town Manager, 45 Shoreline Drive, River Bend, NC 28562 or preferably emailed to manager@riverbendnc.org The position is open until filled with first review of applications on July 10, 2020.