

HELP WANTED

THE CITY OF NEW SHARON

is seeking a Part time Deputy Clerk. Deputy Clerk duties include: Customer service, payroll, budgets and reports, accounts receivable, licenses & permits, records management, data entry, answering phones, working with public and administrative support to the city clerk. Knowledge of Microsoft Excel, Word and learning G-Works software. Must be willing to work some evenings for council meetings if needed. Criminal Background checks will be performed prior to employment. Applications can be picked up at New Sharon City Hall or downloaded from the City's website at www.newsharoniowa.com. Applications can also be mailed to PO Box 507 New Sharon, IA 50207. Applications will be accepted until noon on September 26, 2024.