

ADMINISTRATIVE CLERK

The City of Clayton is accepting applications and resumes for the position of Administrative Clerk. This full-time position will be responsible for assisting the Utility Billing Clerk with accepting payments, assisting customers, creating work orders, answering the phone and directing callers, and month end utility billing. Other responsibilities will include cross training with payroll and payables; assisting the City Clerk with outgoing mail; filing, copying; light housekeeping; seasonal decorating at the City Complex; and will be the main point of contact for City events or act as liaison during events the City sponsors or holds in conjunction with charities and non-profits.

Qualifications include 1- 2 years in a professional office setting, strong communication skills, experience in data entry, attention to detail, some accounting or payroll experience, organized. Event planning experience would be a plus. Applications may be picked up at Clayton City Hall located at 837 Hwy 76 West.