



JOB OPENING

JOB TITLE	Department Aide (City Hall)
POSTING DATE	August 13, 2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	City Clerk's Office
EMPLOYEE GROUP	TPOAM
EMPLOYMENT STATUS	Regular Full-Time
START DATE & WORK SCHEDULE	ASAP Monday – Friday, 8:30 - 4:30 p.m. Overtime is required during election cycles in the evenings and weekends as needed.
PAY RATE	\$46,616 - \$53,256
PREVIOUS WORK EXPERIENCE	Two (2) years experience in City Clerk's Office or similar environment.
EDUCATION:	High School Education or equivalent.
SPECIAL SKILLS & TRAINING	Experience with the State-Wide Qualified Voter File (QVF) voter registration system and/or election process preferred. Knowledge of Microsoft Word and Excel required. Excellent organizational skills and customer service skills are a must.
BASIC RESPONSIBILITIES	Tracking and posting of agendas and minutes for all boards/commissions according to law, processing various permits and registrations, assisting residents/customers at the counter with general information; answering calls for City Hall and directing to appropriate departments, various election related duties including drop box inspection/collection, assisting with early voting and scheduling of election workers, and general clerical duties as needed; back up to other positions including the Elections Coordinator and Vital Records Clerk.
HOW TO APPLY	All candidates must complete an online application . Please create an account and apply online for consideration.

EQUAL OPPORTUNITY EMPLOYER