



15 E Fourth St Wendell, NC 27591 919.365.4450
www.townofwendell.com

Employment Opportunity

The Town of Wendell is looking for a town clerk to serve our growing community! The town clerk is a legislative and administrative position that works with the Town's elected officials, town staff and citizens. Energy, enthusiasm, team-player with a can-do capability, and a willingness to learn are essential. The individual serving as town clerk must be able to demonstrate an understanding of due processes described within the Town's Code of Ordinances and the North Carolina General Statutes, able to organize and maintain Town records, able to write, proofread and communicate. The person appointed by the Wendell Town Board of Commissioners shall take an oath of office and report to the town manager. The town clerk must have or be able to obtain Notary Public. Additionally, the town clerk will have or be able to attain clerk certification within three years of hire. This is a full-time position with benefits; hiring range is \$47,865 to \$59,832 based upon education and qualifications.

A job description and application are available on the town's website at www.townofwendell.com or may be picked up at Town Hall. Submit your completed application, cover letter and resume to the Town of Wendell, Attn: Human Resource Specialist, 15 E Fourth St, Wendell, NC 27591. Completed applications are due by close of business **February 21, 2019**.