



100 Depot Ave.
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Caliente, NV 89008
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JOB POSTING ANNOUNCEMENT

Deputy City Clerk

The City of Caliente is hiring for a full-time Deputy City Clerk position. Salary range is \$15.60/hour - \$21.35/hour, depending on qualifications and experience, plus benefits including medical, dental, and vision insurance; vacation and sick leave; and Public Employees Retirement System (PERS). This position reports to the City Clerk.

This is a specialized position under the general direction of the City Clerk. Participates in the preparation, distribution and maintenance of official records and documents; assists in the implementation and monitoring of the city's records management program; provides record retrieval assistance to the public as well as to the Mayor, City Council and staff; provides all technical and clerical support as required in all aspects of the duties of the City Clerk; and any other duties as directed by the City Clerk.

Examples of duties include:

- Prepare and route correspondence, reports, meeting agendas, takes minutes of meetings and transcribe notes into finalized formats.
- Assist the supervisor in securing and compiling data used in the submission of budget requests, status reports, accomplishment summaries, and related documents.
- Provide public records and appropriate information to citizens, civic groups, other organizations, media, etc.; provide and explain the appropriate use and completion of forms and documents.
- Maintain City website and all social media accounts.
- Maintain records and process forms such as purchase requests, requisitions, billings, installations, and service requests; enter and retrieve data and prepare periodic or special reports from computer systems; create special formats, reports, spreadsheets, and databases using programmed software to meet organizational needs.
- Oversee and maintain the city's accounts receivable.
- Prepare grant applications and recommendations for new funding sources in conjunction with needs assessments and program evaluation, achieve department/program goals and objectives.
- Serve as a Notary for the City of Caliente.

This position requires possession of a high school diploma or equivalent plus two years or more of progressively responsible experience working in an office setting preparing correspondence and/or reports, compiling data, and dealing with customers. Grant work experience is preferred.

A complete job description and job application can be obtained from the City office located at **151 Clover Street or online at cityofcaliente.com**.

Applications must be submitted to the City office by close of business at 4:00pm on **December 13, 2024**. The City of Caliente is an Equal Opportunity Employer.