

The City of Wilton is accepting applications for the position of a full-time city clerk. Responsibilities include; meeting preparations, taking minutes & attending meetings of the city council, accounts payable, payroll, bank reconciliation, building permits and record keeping. Candidates must be detail oriented, self-motivated and be proficient with Microsoft Office & Google applications. High school diploma or equivalent, 5-7 years of related experience required. Health insurance, dental & IPERS available. Compensation dependent on qualifications and experience. For more information, please email [jhorne@wiltoniowa.org](mailto:jhorne@wiltoniowa.org). Send resumes with cover letter to: Jeffrey Horne, City of Wilton, P.O. Box 27, Wilton, IA 52778 or send to [jhorne@wiltoniowa.org](mailto:jhorne@wiltoniowa.org)

Position to remain open until filled.

The City of Wilton is an Equal Opportunity Employer