

City Clerk The city of Onslow is seeking a Part Time City Clerk: The city clerk must be organized, reliable, team-oriented, proficient at multi-tasking, familiar with benefits administration, and capable of performing a wide variety of administrative/ clerk duties. Onslow operates under a Mayor & Council form of government. The city clerk is primarily responsible for processing and maintaining employee payroll/benefits, handling licenses and permits, performing clerical duties associated with the city, and assisting other personnel with general clerical duties. **Qualifications:** High school diploma or equivalency **Preferred:** Two years of related employment experience in a similar position. Knowledge of human resources, bookkeeping, accounting, auditing, quick books and clerk books. Proficient experience in office procedures and practices. Able to be bondable. Valid Iowa Driver's License & US Citizen. Salary to be determined on qualifications. To apply for this position, please submit a cover letter, and a resume. City of Onslow PO Box 25 Onslow, IA 5,2321-0025. Posting closes 5pm, May 6th, 2024