

The City of Glenwood is accepting applications for a Full-time Deputy City Clerk. Will provide administrative support to the City Clerk and City Administrator. Responsibilities include answering phones, greeting citizens, filing, permits, assisting with accounts payables and receivables and payroll. Candidates must be detail oriented, proficient with Microsoft Office and Google applications. High school graduate or equivalent, degree preferred with 3-5 years of administrative experience.

Full City benefits offered! For more information, please email cityclerk@cityofglenwood.org, application and background forms can be found on our website <https://cityofglenwoodia.gov/>. Starting pay at \$20/hour. Position to remain open until filled. EOE.