

## **FULL-TIME CITY CLERK/TREASURER**

The City of LeClaire, Iowa, is now accepting applications for a Full-Time City Clerk/Treasurer position. This is an exempt, salaried, Department Head level position which will assist and compliment the City Administrator in the management of the City. The salary range is from \$71,954 to \$83,315. Performs a variety of routine and complex professional, administrative, clerical, technical accounting and financial functions, and administrative work in the administration and maintenance of fiscal and other varied records and systems of the LeClaire City government. Specific governmental accounting experience is preferred. The City uses **"gWorks"** general ledger and financial accounting software. (A complete job description may be viewed at:

<https://www.leclaireiowa.gov/Jobs.aspx?UniqueId=98&From=All&CommunityJobs=False&JobID=Full-time-City-ClerkTreasurer-35>

Post-offer, pre-employment physicals, including drug and alcohol testing, will be required. Consideration preference will be given to qualified City residents but residency within the City is not required. As an essential member of the City's management team residency within ½ hour response time to City Hall is required. For more information, to acquire an application packet, or to request assistance in making reasonable accommodations to allow an individual to participate in the application and employment process, please feel free to stop in at or write to: LeClaire City Hall at 325 Wisconsin Street, LeClaire, Iowa 52753 or call (563)-289-4242. Applications will be accepted until the position is filled. The City of LeClaire is an Equal Opportunity Employer.