

HELP WANTED

City Clerk – City of Pocahontas

The City of Pocahontas (population approx. 1,800) is accepting applications for a full-time City Clerk.

The City Clerk plays a critical role in the City's financial operations, including accounts payable and receivable, payroll administration, utility billing, financial recordkeeping, reporting, and the management of City funds. Strong financial, accounting, bookkeeping, and organizational skills are highly desired.

This appointed position serves the City Council and community and is responsible for maintaining official City records, preparing and publishing Council proceedings, attending meetings, administering elections, issuing licenses and permits, and ensuring compliance with applicable municipal, state, and federal requirements.

Schedule: Generally 40 hours per week, Mon–Fri. Evening meetings required bi-monthly at minimum. Hours may vary and additional time may be required to meet operational needs, deadlines, and time-sensitive City matters.

Qualifications: Strong organizational, communication, recordkeeping, financial management, and Microsoft Office Suite skills required. Experience in municipal government, accounting, bookkeeping, finance, public administration, or related field preferred.

Compensation & Benefits: Hourly wage dependent upon qualifications and experience. Full benefits package including IPERS, health, vision, and optional dental.

For full job description or to apply:

Contact City Hall at 23 W. Elm Ave. or email: kseiler@cityofpocahontas.org.

Employment is contingent upon successful completion of a background check and drug screening.

Position will remain open until filled with a qualified candidate.