



JOB OPENING

Deputy Town Clerk

The Town of Garland is seeking an experienced qualified applicant for the position of Deputy Clerk. The following qualifications will be required; ability to demonstrate courteous & professional behavior in providing service to the public, strong work ethic, excellent organizational skills, ability to multi-task while maintaining productivity and proficiency, excellent computer and typing skills specifically with MS Word and Excel, strong skills in receiving and collecting monies from customers, and ability to learn utility billing software and all other tasks as assigned. Prior experience will be considered in filling this position. The applicant will work under the direct supervision of the Town Clerk/Finance Officer and at the pleasure of the board. Applicants will be required to undergo a Criminal Background and Credit Check as well as drug screening. Applications can be obtained on the town website @ www.townofgarlandnc.com or at town hall located at 190 S. Church Avenue. Completed applications can be hand delivered, emailed to twngarland@intrstar.net or faxed to 910-529-1393. **NO PHONE CALLS PLEASE.** The Town of Garland is an EOE and this position will remain posted until filled.