

City of Clifton, Tennessee

Job Announcement

CITY CLERK/COURT CLERK

Duties: This is a full-time position. Employee will be responsible for a variety of administrative duties at City Hall and in municipal court proceedings to include collecting all payments for court costs, monthly utility bills and other permitted activities. Employee will respond to general resident inquiries and requests and provide responsive and courteous customer support.

Requirements: A successful applicant must have a high school diploma or equivalent, valid TN driver's license, and the ability to pass both a background check, drug screen and periodic drug screenings.

Hours: Primarily 8:00 am – 5:00 pm, Monday through Friday and after 5:00 pm for our monthly court dates that are normally scheduled on the third Monday of every month. All time is fully compensated per the Fair Labor Standards Act.

Starting Salary: Minimum of \$35,506 per year (\$17.07 hourly). If applicant has documented service in a previous municipal administrative position or have significant comparable experience, they can qualify for a higher Grade/Step placement within the City of Clifton's FY23 pay scale system.

Benefits: Benefits of full-time employment include 100% City funded health insurance for employee, TCRS retirement, paid holidays, paid training, paid annual leave, paid sick leave, family medical AirEvac membership, and a City of Clifton guarantee that you will be properly trained, properly equipped, and properly compensated in a safe, professional and family-friendly work environment.

Closing Date: Friday, May 19th, 2023 at 5:00 pm.

For an application, visit the City of Clifton's website at www.cityofclifton.com or visit City Hall during office hours, from 8:00 a.m. to 5:00 p.m. M-F. City Hall, 142 Main Street, Clifton, TN 38425. The City of Clifton is an Equal Opportunity Employer.