**The City of Decatur is now accepting applications for City Office Clerk**

Applications will be accepted from 04/21/21 – (until filled)

**General Description**

* City Office Clerks are Responsible for performing detailed accounting, budgetary and personnel/payroll record support work of moderate difficulty.

**Duties, Responsibilities and Expectations**

* Working as a team with a small unit of employees.
* Collection and recording financial data and related information.
* Data entry and creation of documents.
* Application of computer programs necessary to retrieve requited data for completion of job duties.
* Assist administrative supervisor with more complex clerical fiscal functions.
* Reading and comprehending maps, diagrams and policies.
* City geography and street location.
* Establish and maintain effective working relationships with city officials, employees and general public.
* Maintain regular, predictable and punctual attendance.
* Use Safe working Practices

**Minimum Qualifications**

* High School Diploma/ GED
* Completion of college level courses or equivalent in bookkeeping, accounting, business or related field. Web design is a plus.

**Required License**

* Valid Driver's License

**Physical Requirements**

* 1-3 years’ experience in Microsoft Excel and Word applications
* Successfully meet, greet and converse with the public in a courteous and energetic manner.
* Use proper telephone etiquette.
* Must be able to perform detailed work involving written and numeric data.

Applications can be picked up and turned in at City Hall offices 310 Maple Ave Decatur, AR 72722. They can also be emailed to [kim.wilkins@decaturarkansas.us](mailto:kim.wilkins@decaturarkansas.us) or mailed to City of Decatur Attn: Kim Wilkins P.O. Box 247 Decatur, AR 72722 along with your resume and references.