

Assistant City Clerk I

Job Status

Open - open and accepting applications

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City Hall is hiring for a FULL-TIME, ASSISTANT CITY CLERK. Duties include customer service, utility data entry and clerical. The ideal candidate for this position will be have solid experience with computers, working knowledge of Microsoft Office suite software, ability to multi-task and to communicate with public on phone and in person. Experience with social media is a plus. A detail oriented person would be a great fit for this position. Must have a valid Missouri driver's license.



Salary range is \$18.23 to \$21.87 per hour, depending on experience. Excellent benefits package: medical, dental and vision insurance, and LAGERS retirement.

Online applications must be submitted using the following link: [City of Centralia Employment Application \(jotform.com\)](#)

An application form may be downloaded and printed using the file below. Job description is also provided in the links below. A scanned application and resume may be emailed directly to the City Clerk at marilyntara [at] centraliamo.org (subject: Employment%20Application) (@centraliamo.org)

Applications accepted until the position is filled. The City of Centralia is an Equal opportunity and E-verify employer.

[Employment Application.](#)

Supporting Documents

Application for Employment 72.88 KB

[Print](#)