

Deputy Clerk-Town of River Bend (pop. 3,000) in Craven County, located near New Bern is seeking qualified applicants for the position of Deputy Clerk. Current Deputy Clerk is retiring after 20+ years of service. Under general and sometimes limited direct supervision performs typical office and clerical duties common to operations of a Town Hall, including processing utility payments, maintaining files, providing information to the public and serving as backup to the Town Clerk when necessary. This position also serves as web manager for the town's web page.

Minimum qualifications include ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent, sufficient experience to understand the basic principles relevant to the major duties of the position, and possession of a valid North Carolina driver's license. Preferred candidates will have all or a combination of the following: college degree, 3+ years of experience in local government and web site design/maintenance.

Starting salary is based upon qualifications and experience and is supplemented by a benefits package which includes state retirement, 401(k) and medical insurance. The current range is \$36,864-\$46,808. A resume and cover letter or completed town employment application may be mailed or delivered to: Town of River Bend, Attn: Town Manager, 45 Shoreline Drive, River Bend, NC 28562 or emailed to [manager@riverbendnc.org](mailto:manager@riverbendnc.org) The position is open until filled with first review of applicants on March 20, 2020.