

City of Sturgeon, MO Employment Opportunity

Position Title: Assistant City Clerk

The City of Sturgeon, MO is now accepting applications to fill the Assistant City Clerk position. This position is full-time, Monday-Friday, 7 am to 3 pm - pay range: \$16 to \$20 per hour, based on education and experience.

Job Summary: Provide excellent customer service to all City of Sturgeon customers. Perform clerical, accounting, and other duties to ensure the smooth and efficient operation of the city hall office.

Job duties include but not limited to:

- Provide excellent customer service in both verbal and written communication
- Perform Payroll functions
- Accounts Receivable - utility billing
- Enter General Ledger deposits
- Process reservation request for city owned facilities - Youth Center, Recreation Center, Fairgrounds and city park
- Issue business licenses, building permits, dog/cat tags, ATV/golf cart tags
- Assist customers with the purchase of cemetery plots
- Prepare daily bank deposit
- Perform basic governmental accounting task
- Generate reports and documents for meetings

The ideal candidate will offer the following:

- High school diploma or equivalent
- Some college preferred
- 1 to 3 years experience in administrative support or customer service
- Basic accounting knowledge
- Generally understanding of GASB (Governmental Accounting Standard Board)
- Excellent communication skills both verbal and written
- Computer proficiency
- Attention to detail
- Efficient in time management
- Ability to multitask
- Strong organization skills
- Reliable, punctual, and regular attendance is a must

The city will require the applicant, following a contingent offer of employment, to submit to a background check and drug test. The city pays for the background check and drug test.

To apply for this position, please complete an application at the City of Sturgeon's City Hall at 303 Station Drive, Sturgeon, MO 65284. Office hours are Monday through Friday 7 am to 3 pm. PLEASE NO PHONE CALLS.

***The City of Sturgeon is an equal opportunity employer to all persons regardless of race, color, sex, religion, national origin, age, political affiliation, or handicap **

