

**Town of Genoa
Employment Opportunity
Town Clerk**

Location: Town of Genoa

Requirements:

Proficiency in communication (written and verbal) skills, organizational skills, and customer service skills. Must be proficient in computer skills and have a working knowledge of Microsoft Office Suite. Knowledge of QuickBooks is a plus.

Ability to maintain strict confidentiality with respect for customers and co-workers is essential.

High school diploma or equivalent is required with a minimum two years of experience as an administrative assistant or clerk in an office setting.

Wage: \$15.00/hour

Shift: Position is 30 hours per week with required office hours which are open to the public. Must be available for monthly evening Town Board meetings and occasional evening special meetings.

How to Apply:

All applications, either in person or online, must be submitted through the Limon Workforce Center, 333 M. Avenue, Suite 300, Limon, CO 80828; 719-568-2296.

Applications are available through the Workforce center or by email request at townofgenoa@esrta.com. Questions specific to this announcement may be directed to 719-763-2313.

Deadline: 5:00 p.m. October 18, 2024.

Town of Genoa is an equal opportunity employer and provider.