



## Employment Opportunity Town of Lake Lure Town Clerk

The Town of Lake Lure is seeking qualified applicants for a Town Clerk. This position serves as the primary administrative and clerical support for the Town Council, Marine Commission, and the ABC Board. The work includes the maintenance of municipal ordinances and documents, preparation of agendas and agenda packets, taking official minutes, preparing and submitting legal notices and advertisements, administration of official oaths. The Town Clerk also provides explanations of policies and procedures, locates ordinances, rules, and regulations for citizens and provides copies as requested. This position serves as the custodian of all public records including ordinances, resolutions, contracts, agreements, deeds, leases, and minute books. Candidate must be proficient with office technology, common office-based equipment including personal computers, printers, and audio-video recording devices, and web conferencing. The Town Clerk works independently with minimal supervision on confidential assignments and coordinates the work of other clerical/administrative personnel.

Employment requirements include a high school diploma or equivalent. An Associate's Degree in public or business administration or prior work experience as a paralegal is preferred. Three to five years of administrative experience in a municipal or county government clerk's office required. Extensive knowledge of the NC General Statutes regarding public records and the Open Meetings Law and other regulations impacting local governments is required. A current designation as a Certified Municipal Clerk is strongly preferred. This position is non-exempt, salary range is \$44,753 to 67,131.

To apply, please submit an application and resume to Town of Lake Lure, P.O. Box 255, Lake Lure, NC 28746 or email application to [awright@townoflakelure.com](mailto:awright@townoflakelure.com). Application form is on the Town's website, [www.townoflakelure.com](http://www.townoflakelure.com). Applications will be accepted until position is filled.

The Town of Lake Lure is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.