



City of Gold Hill
CITY CLERK/DEPUTY RECORDER
Administration
Job Announcement

ABOUT THE POSITION

The City of Gold Hill is seeking a full-time City Clerk/Deputy Recorder, which combines statutory responsibility for records, official documents, and elections with advanced administrative support to the City Manager/Recorder. Advancement to the position is by appointment, compliance with the job's qualifications, and a demonstrated ability to organize official proceedings and processes, develop, and maintain complex record management and retention systems. The ideal candidate will perform a variety of routine and complex administrative work in support of the City Manager, City Council, and City employees and act as back up to the City's records and public documents manager and elections officer.

SALARY

Salary is based on each candidate's experience and qualifications.

Hiring Salary Range: \$21.00 to \$24.00 hourly

Terms: Full-time - 40 hours, Monday-Thursday (4/10 schedule option)/ non-exempt with great benefits

WE ARE LOOKING FOR WONDERFUL PERSON WHO HAS:

- A passion for organizing and multitasking within a team with various scopes of work in a friendly and welcoming way
- The ability to adjust their communication style to assist a diverse group of people with multiple levels of technical skills
- Knowledge of public record, public meetings and ethics laws to advise city manager, city council, and city staff.
- Knowledge of general accounting principles and practices
- Knowledge of general ledger and fund accounting procedures and methods
- Excellent communication, organizational, and computer skills
- The ability to work independently, make competent decisions, and work as an effective team member
- Demonstrated effectiveness at establishing and maintaining harmonious and cooperative working relationships with colleagues and a wide variety of people

APPLICATION PROCESS

These positions will remain open until filled; the positions will be filled as suitable candidates are identified. Please email a cover letter, current resume, and completed City of Gold Hill Employment Application to humanresources@rvcog.org to be considered for the position. *Incomplete application materials may delay or prevent consideration for the position.*

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

1. Education: Completion of high school or equivalent plus specialized training in office equipment including computers, word processing, and database/spreadsheet software.
2. Experience: A minimum of three (3) years of administrative experience including customer service, executive management support, bookkeeping and accounting in local government.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

BENEFITS OF EMPLOYMENT

- Up to 12 paid holidays per year (approved annually by city council)
- Starting 15 hours Paid Time Off (PTO) per month
- Healthcare coverage for employees and eligible dependents provided by City
- Life insurance policy of \$20,000 / AD&D \$20,000
- PERS Retirement Plan

WORKPLACE ACCOMMODATIONS NOTICE

The City of Gold Hill is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classifications protected by law.

