



The Daffodil Town

TOWN OF FREMONT, NC

JOB OPPORTUNITY

TOWN CLERK

BACKGROUND: Are you looking for a dynamic position within a growing community? Then this is an opportunity you don't want to miss! The Town of Fremont is advertising the position of Town Clerk.

Job Description: This is a full-time, exempt position. Some of the duties include, but are not limited to performing clerical, administrative, and financial tasks for the Town Administrator, Board of Alderwomen/Aldermen, and Mayor. The employee is responsible for all meeting agendas, minutes, maintaining all records for the Town, oversees billings and collections, and oversees town cemeteries to include selling and maintaining records of plots. Also acts as the Town Notary. Experience in a municipal government setting is a plus. A full job description is available on the Town's website at www.fremontnc.gov.

Minimum Education Requirements: High School Diploma and some administrative assistant experience or equivalent preferred.

Anticipated Starting Salary: \$42,000 - \$52,000 (DOQ). The Town provides a tremendous benefits package to include health benefits, dental, and a 401K plan where the Town contributes 5%.

To apply, interested applicants must fill out a Town of Fremont Employment application, which can be found online at www.fremontnc.gov. All applications and resumes can be sent to jallen@fremontnc.gov.

Application Deadline: November 15, 2024 @12 Noon