

POSITION OPENING CITY CLERK/SECRETARY

The City of Gleason is accepting applications for the position of city clerk. **The city clerk provides a broad range of administrative duties for the city. The clerk is under the immediate supervision of the City Recorder.**

The applicant should meet the following qualifications:

- Graduated from an accredited high school or equivalent.
- Experience in handling money.
- At least six (6) months experience in an office environment.
- Must have an ability to be bonded.
- Compensation dependent on experience.

Applications can be submitted by the drop box located at Gleason City Hall or mailed to Gleason City Hall, Attn: Mayor Anderson, PO Box 720, Gleason, TN 38229. Applications are also available online at www.gleasononline.com/inside.

The deadline to submit applications is Friday, January 29, 2021.