

TOWN OF TREZEVANT

JOB OPENING

The Town of Trezevant has an opening for a City Recorder/Court Clerk. The applicant must possess computer skills, people skills and be able to handle and count money. The Recorder is responsible for keeping the Town's records, attends all meetings of the Mayor and Board of Aldermen and acts as the Tax Collector for the Town. The Recorder also acts as the Court Clerk under the instruction of the Town Judge.

Starting salary will be \$14.50 per hour or higher based on experience. Applications may be picked up at City Hall during business hours, M-F 8 a.m.-4 p.m.