

The City of Mount Vernon is seeking a qualified individual for the position of City Clerk. The City Clerk performs a wide range of administrative support functions, with primary responsibilities including compliance with Federal/State/Local laws, municipal recordkeeping and management, processing all records in accordance with Missouri Sunshine Law, licensing, record official meetings, human resources/payroll and other related duties as assigned. The City Clerk reports directly to the Board of Aldermen, Mayor and City Administrator by providing administrative support and assisting with implementing and managing policies and programs as directed. This position requires attendance to all Board of Alderman meetings which are held on the second and fourth Tuesday of each month. Successful candidate should have experience in Microsoft Office software and payroll/financial software. Drug testing, background check and E-verify required prior to employment. Applications and job description are available online at www.mtvernon-cityhall.org. Please send resumes/applications to City of Mount Vernon, P.O. Box 70, Mount Vernon, MO, 65712-0070, or mspringer@mtvernon-cityhall.org or sneely@mtvernon-cityhall.org. If you have any questions, please contact Shannon Neely at (417) 466-2122. The City of Mount Vernon is an Equal Opportunity Employer. Deadline to accept application/resume must be received no later than 4:30 p.m. on December 31, 2019.