



Job Vacancy Announcement

Deputy City Clerk (Full-Time) – City of Yazoo City (City Hall), Yazoo City, Mississippi 39194

Closing Date:

(Open until filled; however, the City intends to fill this position as soon as practical.)

Duties: Assists in performing the statutory duties of a City Clerk so that the administrative and financial responsibilities of the city are carried out in a prompt, efficient, and lawful manner with emphasis on payroll management. Receives direction from City Clerk, assists in keeping minute book of council meetings, maintains an ordinance book, acts as custodian of the city's seal and records, signs official papers for the city, assist in issuing all licenses and permits, posts and publishes notices, ordinances and resolutions as required. Assists in giving notice of elections, records election proceedings, notifies officials of their appointment or election, and certifies results of election. Maintains a computer accounting system to enter all city money transactions, receipts and disbursements, maintains records of assessments, taxes and certifies special assessments, balances accounts receivables and payable. Prepares and submits various government reports, prepares various city contracts and acts as a Notary Public; other duties as assigned.

Qualifications: A High School Diploma or GED notarized by issuing institution or school board is required. Minimum three years of increasingly responsible administrative office experience. An awareness of federal, state laws and knowledge of the overall operations of the City of Yazoo including policies, procedures, and ordinances. Working knowledge of office management procedures, records management, filing systems, office correspondence. Knowledge of accounting or bookkeeping sufficient to handle the city's financial records.

Background Checks: A criminal background check will be conducted. A department of motor vehicles background check will be conducted to verify the City of Yazoo City's insurance carrier can insure applicant. Applicant must be bondable.

How to Apply: Resume with a completed application must be submitted to the City Clerk's Office, City of Yazoo City, 128 East Jefferson Street, Yazoo City, MS 39194. Applications may be obtained from the City Clerk, (662) 746-1401.

Following an offer of employment and prior to starting work, individuals must have a pre- employment drug test by a physician designated by the City of Yazoo City. The examination will be paid for by the City.

We consider applicants for all positions without: regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City of Yazoo City is a "Drug Free Workplace".

****The City of Yazoo City is an equal opportunity employer****