The Town of North is accepting applications for Part Time Assistant Clerk (15-20 hours per week).

Job Duties:

- Performs a variety of administrative and technical work in support of the operations of the town
- Provides general information to customers regarding town processes, regulations and services including water services, business licenses and zoning
- Enters information into various database systems
- Receives and processes payments for fines and fees
- May prepare minutes from town meetings and other correspondence
- Prepares daily deposit

Qualifications:

- High school diploma/GED equivalent supplemented by two years of related administrative experience
- Must be able to demonstrate outstanding customer service
- Must have good written and oral communication skills
- Must have strong organizational, time management, prioritization and analytical skills
- Must have proficient knowledge of Microsoft Office
- Ability to master database management systems and data entry
- Ability to work effectively with all essential tasks with a high degree of independence
- Ability to handle sensitive information with a high degree of confidentiality
- Must have valid driver's license with limited violations

How to Apply:

Applications are available online at www.townofnorth-sc.gov or in person at North Town Hall, 9305 North Road, North, South Carolina. Please return applications in person or mail to North Town Hall, PO Box 399, North, SC 29160.

Deadline: July 26, 2013

The Town of North is an Equal Opportunity Employer.