



## TOWN OF HUDSON

### JOB OPPORTUNITY – ASSISTANT CLERK/TREASURER

**Job Title:** Assistant Clerk/Treasurer

**Status:** Full-time, Benefits include insurance, retirement, vacation

**Reporting Relationship:** Reports to, and takes general direction from, the Town Clerk/Treasurer

**Job Summary:** Performs a variety of routine and responsible clerical and administrative support duties to provide assistance for the Town Clerk/Treasurer.

**Duties:** Include, but are not limited to, answering the phone, receiving payments, preparing deposits, computer data entry, filing, organizing, record-keeping, working directly with the public, processing mail, assisting with town newsletter, permits, licenses, registrations, and other documents.

**Knowledge, Skills and abilities required by the position:** Punctuality, ability to speak and write effectively, ability to maintain confidential information. Ability to establish and maintain a positive working relationship with the public, co-workers, and other Town Departments. Experience with computers, Microsoft Office, and routine office procedures.

**Physical Demands:** The work is semi-sedentary. It does require some walking, standing, bending and carrying of objects.

**Minimum Qualifications:** Five years office experience, computer knowledge, customer service, and experience with basic office equipment.

For additional information or to apply, please contact Kathy Shoopman, Clerk/Treasurer at 307-332-3605 or email a resume and cover letter to [kathy@hudsonwy.org](mailto:kathy@hudsonwy.org). The Town of Hudson is an equal opportunity employer.