



Town Clerk

\$104,000 – \$130,000 DOQ · Full Benefits · Exempt

The Town of Jackson is seeking a skilled, motivated, senior level administrative professional to serve as Town Clerk. Primary duties: Council meeting agendas & packets, daytime and evening Council meeting minutes - approx. 2-4/mo, virtual/hybrid meeting management, municipal code oversight, records management including ordinances, resolutions, contracts/ agreements, & legal advertising.

The ideal candidate brings:

- 2–5 yrs experience
- BS in public administration, business, or a related field
- Superior attention to detail, excellent communication skills, and a passion for public service
- Virtual/hybrid meeting platform experience
- Notary Public (or w/in 60 days)
- Certified Municipal Clerk (CMC) designation preferred, or willingness to obtain

Benefits include 100% employer-paid health, vision & dental premiums · Wyoming Retirement System · HSA match · \$1,000 deferred compensation match · Generous PTO · Below market rental housing options available

For a complete job description and to apply, visit:

www.jacksonwy.gov/jobs

Deadline: Tuesday, May 26, 2026 at 12:00 PM

Interviews May be Conducted and Selection Made Prior to Deadline. Apply Early.

Drug Free Workplace /Substance Abuse Testing/Equal Opportunity Employer