

City of Nehalem Job Opening Deputy City Recorder

First Application Review: January 14, 2022

Position Open Until Filled

The City of Nehalem has a job opening for a full-time Deputy City Recorder position. Annual starting salary \$46,817 plus an excellent health benefits package and SEP-IRA retirement plan.

The Deputy City Recorder performs a wide variety of administrative, customer service, technical and accounting duties for the city. This position provides administrative support to the City Manager/Recorder, manages utility billing and collections, records and prepares minutes of city meetings, and manages official city records.

Applicants must submit a letter of interest, resume and completed city job application for consideration. For complete job description and application visit the city's website at www.nehalem.gov/jobs

Applications can be brought to City Hall, mailed to Melissa Thompson-Kiefer, City Manager, PO Box 143, Nehalem, OR 97131 or emailed to mthompson@nehalem.gov

The City of Nehalem is an Equal Employment Opportunity employer.

