

DEPUTY CLERK

The Town of Wytheville is accepting applications for the full-time position of Deputy Clerk - Administration. **Desired Qualifications:** The successful candidate should be an administrative professional who has knowledge and experience in general office procedures, has excellent typing and transcription skills, has excellent written and verbal communications, can work independently and as part of a team, has good organizational skills, has the ability to multi-task and possesses excellent skills in customer service. **Education and Experience:** Graduation from high school with at least two years of related experience. A working knowledge of Microsoft software, including Word, Excel and Access, is required, as well as experience in general office procedures. **Salary Range:** \$33,532 - \$53,934, salary based on qualifications and experience. Application packages and additional information are available from the Human Resources Department at the Town Municipal Office, 150 East Monroe Street, between the hours of 8:00 a.m. and 5:00 p.m. on weekdays, or on the Town's website at www.wytheville.org. Applications will be received until the position is filled. EOE