

Help Wanted - TOWN CLERK for Town of Brooker

Part-time position of Town Clerk for the Town of Brooker. Hours are three (3) mornings per week (Mon, Wed, & Fri, 9:00 am – 1:00 pm) and one (1) monthly night meeting. Qualified candidates would have the following qualifications: office experience required, ability to multi-task and be organized, works well with others, mature professional attitude, ability to get work done without supervision, have reliable transportation, proficient in Microsoft Office Suite as well as Zoom/virtual meetings, possess typing skills, possess problem solving skills, be drug free, and have the ability to pass a background check. Five (5) days of paid leave allowed annually; paid federal holidays observed. Salaried position averaging \$16.00 per hour. Please email resumes to brookerclerk1022@windstream.net or by USPS to Town of Brooker, PO Box 127, Brooker, FL 32622.