

White Lake, NC: Town Clerk: Grade 17

An employee of this classification is responsible for the maintenance and safekeeping of official public records. Work involves the responsibility for keeping the minutes of the council meetings and for the publication, indexing, filing, and safekeeping of all council proceedings in accordance with the NC General Statutes and local ordinances. Work also includes serving as the lead administrative support for the Town Administrator and the Board of Commissioners. Considerable tact and courtesy are required in communicating with the public. The employee works under the supervision of the Town Administrator. Obtain applications at the White Lake Municipal Building or www.whitelakenc.org and returned to Sean Martin, Town Administrator, 1879 White Lake Dr. PMB 7250, White Lake, NC 28337. Position open until filled. Equal Opportunity Employer.