

TOWN OF WALKERTOWN



Job Opportunities

Town Clerk

Full Time Position- Responsible for maintaining town records & code of ordinances; prepares journal of town council proceedings; manages payroll, accounts payable & general accounting duties; research & general assistance to town council, and other administrative duties as assigned or required by law. Must be capable of communicating with staff, elected officials & general public in a professional & effective manner. Salary DOQ and experience. **Position remains open until filled.** Send resume to: Town of Walkertown, P.O. Box 39, Walkertown 27051. Applications are available at Walkertown Town Hall, 5177 Main Street.

5177 Main Street
P. O. Box 39 Walkertown, NC 27051
Telephone (336) 595-4212
Fax (336) 595-6183