

Employment Opportunity:

The Town of Sylva is seeking customer-oriented qualified applicants for the position of Town Clerk / Tax Collector / Personnel Analyst.

Minimum Qualifications:

- Associate degree (two-year) in Business Administration or a related field, or an equivalent combination of education and experience.
- Ability to obtain Certified Municipal Clerk (CMC) status through the UNC School of Government.
- Possession of, or ability to obtain, a North Carolina Notary Public Commission.
- Ability to obtain North Carolina Tax Collector Certification is strongly preferred.

Essential Duties and Responsibilities include, but are not limited to:

- Serves as the official custodian of all Town records.
- Ensures compliance with NC General Statutes.
- Attends all board meetings, prepares agendas and minutes, and processes official Board documents.
- Ensures compliance with the NC open meetings and public records laws.
- Responds to public information requests.
- Serves as the Town Tax Collector by billing, collecting, and maintaining records for ad valorem taxes.
- Performs Personnel Technician duties, including preparing payroll checks, payroll reports, and related documentation.
- Serves as Benefits Administrator by assisting employees with insurance benefits, enrollment, and claims.
- Processes accounts payable.
- Performs other related duties as assigned.

The successful candidate must possess excellent organizational, written and verbal communication skills, high attention to detail and accuracy in record-keeping, computer skills, maintain confidentiality, and be able to manage multiple responsibilities in a professional municipal environment meeting established deadlines.

Minimum Hiring Rate: \$68,970

How to Apply:

Applications are available at Town Hall, 83 Allen Street, Sylva, NC, or online at www.townofsylva.org.

Position Open Until Filled. The Town of Sylva is an Equal Opportunity Employer.