

City of Norway

The City of Norway is currently seeking applicants for the City Clerk's position.

This is a Fulltime position currently 40 hours per week. The Clerk reports to the Mayor and City Council, performs city administrative duties and provides financial reporting as required by City policies and State of Iowa Codes.

The successful candidate must have strong computer skills, including working knowledge of Microsoft Word and Excel. Candidates should also have strong customer service skills along with general bookkeeping, billing, payroll, and accounts payable experience.

The position is responsible for annual reports, online filings, preparing budgets and agendas, along with minutes of all meetings.

The City of Norway is an Equal Opportunity Employer.

A full job description is available at www.norwayiowa.com

Interested parties should submit resumes to:

Mayor/City of Norway
PO Box 70
Norway, IA 52318