NOTICE

Town of Double Springs
Job Posting

Full-Time Assistant Clerk
Serious inquiries only.

Job Duties:

- Assists Town Clerk
- Accounts receivable/payables
- Assists with Municipal Court
- Answering phones
- Help with maintenance and filing of municipal documents.

Benefits:

- Retirement
- Medical Insurance (Employee coverage 100%; Family coverage paid 70% by the Town)
- Paid time off
- Paid Holidays

*Applications available for pick up at Town Hall.