

CITY CLERK POSITION AVAILABLE

The City of Colfax, CA is seeking a City Clerk for part-time or contract work. Colfax is a friendly, small Sierra foothill town that emphasizes customer service and transparent, responsive government.

The City Clerk position requires a versatile, hands-on generalist knowledgeable in working with public agencies. The candidate must have a solid understanding of city government, experience with city clerk functions, multi-tasking ability and a willingness to assist in all functions of the City's small administrative staff.

Position is part-time, with hours negotiable. Hourly salary range is \$17.79 to \$21.64 per hour. Contract work proposals will also be considered.

Submit a cover letter, resume and application form to be received no later than 4:00 PM, December 30, 2014, to Colfax City Hall, Attn: Valentina Sutton, by mail at PO Box 702, Colfax, CA 95713, or in person at Colfax City Hall, 33 South Main Street, Colfax, CA 95713. Application forms are downloadable on the City's website (www.colfax-ca.gov), and also available at Colfax City Hall.