

## **Town of Peletier – Part-Time Town Clerk Position**

The Town of Peletier is accepting applications for a Part-Time Town Clerk position.

The Town Clerk provides administrative and clerical support to the Mayor and Board of Commissioners, maintains official town records, prepares meeting agendas and minutes, and ensures compliance with North Carolina public records and open meetings laws.

The position includes administrative and record-keeping responsibilities typical of a small municipality.

### **Qualifications**

Administrative experience required. Strong written communication and organizational skills are essential. Certification as a Municipal Clerk is preferred but not required at hire.

### **Hours and Compensation**

This is a part-time position. Hours, compensation, and benefits will be discussed during the interview process.

### **Application Process**

Interested candidates should submit a resume and letter of interest to:

**TownofPeletierApplications@gmail.com**

The Town of Peletier is an equal opportunity employer.