Troy L. Young
Mayor

Julia S. Atkins
City Clerk

CITY OF LAWRENCEBURG

NOW HIRING — CITY CLERK

Full-Time | Salaried Position

The City of Lawrenceburg, Kentucky, is accepting applications for the position of **City Clerk**. The City is seeking a qualified, organized, and motivated individual with strong administrative, supervisory, and communication skills to serve in this important municipal government position.

Position Summary:

The City Clerk works under the direction of the Mayor and is responsible for maintaining official City records, coordinating administrative functions, supervising office personnel, and assisting with the daily operations of City government.

Primary Job Duties Include:

- Preparing and maintaining City Council minutes, ordinances, resolutions, and official records.
- Attending City Council and committee meetings.
- Supervising office personnel and coordinating administrative operations.
- Assisting with budgeting, payroll, personnel administration, and employee benefits.
- Assisting the Mayor and City departments with municipal operations, policies, and programs.
- Coordinating public information, communications, and other administrative responsibilities.

Minimum Qualifications:

High school diploma or GED; five to seven years of office experience, with qualifying education permitted as a substitute for up to four years of experience; prior supervisory experience; and a

valid driver's license. Knowledge of municipal government is preferred. The successful applicant must complete Kentucky Municipal Clerks Training within three years of employment.

How to Apply:

Interested applicants may obtain an employment application at **www.lawrenceburgky.org** or at Lawrenceburg City Hall, 100 North Main Street, Lawrenceburg, KY 40342.

Applicants are encouraged to submit a completed application and résumé.

For additional information, contact City Hall at **(502) 839-5372**.

The City of Lawrenceburg is an Equal Opportunity Employer.

Any applicant who needs an ADA accommodation in the employment selection process shall request the accommodation from the City Clerk's Office at (502) 839-5372.