

Jr. City Clerk

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama

Objective

Highly qualified City Clerk with experience in the industry. Proven ability to utilize inspiring leadership, personal drive, creative vision, and analytical skill to yield successful delivery of both team and individual goals, actively contributing to organizational growth.

Skills

Customer Service.

Work Experience

Jr. City Clerk

ABC Corporation - September 2004 - June 2007

- Performed Administrative and Secretarial support for the City Council members.
- Attended all council meetings and typed meeting minutes, provided agendas and compiled information for each Council member.
- Attended all conferences and training pertaining to water, wastewater, gas, and refuse.
- Managed Medical/Dental benefits, payroll, utility billing and monthly reconcile of all accounts, in accordance with all applicable laws, regulations, policies, and procedures.
- Daily cash balance and deposits to the bank.
- Reviewed and issued CMB licenses to customers after the approval process during council meetings.
- Maintain all Ordinance and Resolution documents to be logged and filed monthly.

City Clerk

ABC Corporation - 2000 - 2004

- Assisted with collection of fines issuance of Arrest Warrants Court Docket Preparation
- Professional Reference Ref.
- Vernelle McCullough 748 W Laney Terrace Rock Hill, SC 29730 803 329 5800 Mr.
- John Ramseur 1319 Ogden Rd.
- Rock Hill, S.C.
- 29730 803 329 8651 Ms.
- Lula Robinson 1013 Tremont Lane Rock Hill, S.C.
- 29730 803 324 7059.

Education

CERTIFICATE in BUSINESS ADMINISTRATION - (Kansas International Institute of Municipal Clerks - Wichita, KS)

Sample Test For City Clerk Jobs

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