



TOWN OF REHOBETH

221 Malvern Rd, Rehobeth, AL 36301
Phone 334-671-5829 Fax 334-673-3969
www.rehobethalabama.com

MAYOR
Kimberly Trotter

TOWN CLERK
Tammy Watson

COUNCIL MEMBERS
Chuck Barthlemess
Bill Breason
Bobby Clemmons
Lisa Jones
Jim Tyson

TOWN OF REHOBETH SECRETARY JOB DESCRIPTION

Duties: Perform clerical tasks, which involves answering questions on a variety of topics. Examining documents and issuing building permits and licenses assuring that proper documentation is received, and calculate taxes and fees prior to accepting documents or issuing licenses. cash drawer. Assist the public in locating documents and making copies of documents.

Additional tasks may include managing town billing, helping prepare and work special events, managing the rental of town facilities, and updating town signage, social media, and the town website.

Occasionally this position will require working outside of regular office hours to attend town events or meetings.

This position is supervised by the town clerk and mayor and generally does not exercise supervision of others, however may be required to supervise student workers or temporary employees.

Qualifications: High school diploma or GED equivalency. Knowledge of business English, spelling, math and office procedures helpful. Computer experience required. Ability to work in a quiet environment and to able to deal with the public. Satisfactory background check and drug screening is required.

Hours: The town of Rehobeth is open Monday-Thursday 7:00 a.m.-5:30 p.m. This position will qualify as a full-time position with Retirement Systems of Alabama benefits.

Pay Rate: \$14-\$17/hour depending on experience.

Applications can be picked up in person at the Rehobeth Town Hall or found online at www.rehobethalabama.com

Application period closes June 20, 2023.

The Town of Rehobeth is an equal opportunity employer. In compliance with federal and state laws, Rehobeth hires, trains and promotes all qualified applicants/employees without unlawful discrimination on the basis of race, color, sex, age, religious creed, marital status, citizenship, national origin, disability, or veteran status.