

**Clerk-Community Development
Town of Varnville, SC**

This is a full-time professional work position assisting the mayor in managing day to day operations and town affairs in accordance with municipal ordinances and the laws of the State of South Carolina and of the United States. Some late evenings, weekends and travel will be required. Residency in the municipal limits of Varnville is not required.

Job Duties:

Prepare & maintain official records & files to include ordinances & resolutions, properly codifying according to state law. Coordinates the preparation of town council meetings to include agenda, council chambers & public hearing notices; attends town council meetings, prepares & distributes minutes thereof; performs administrative & secretarial duties for the mayor & town council.

Assist in receiving and reviewing building permit applications and process the necessary application; coordinates with appropriate staff and follows up with permit applicants on a as needed basis. Serv as a co-business license tax official, recommends, and implements procedures and policies in compliance with town ordinances and state law, for the collection of business license taxes, hospitality taxes, and local accommodations taxes.

Qualifications:

Requires a high school diploma with nine to twelve months of clerical or administrative experience, or equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Additional training/education is a plus. Ability to work effectively at all essential tasks with a high degree of independence and to handle sensitive information with a high degree of confidentiality.

Pay info: Salary negotiable, dependent on qualifications and includes retirement / benefits package

How to apply: Submit a cover letter, resume **with salary desired** to: Town of Varnville, Mayor Nat Shaffer, PO Box 308, Varnville, SC 29944 or **E-Mail; mayor@varnville.sc.gov**

Deadline: Until position is filled

EOE Disclaimer the Town of Varnville is an Equal Opportunity Employer.

www.varnvillesc.org