

JOB POSTING

TOWN OF HOLLY, COLORADO

Deputy Municipal Clerk/Treasurer

The Town of Holly has an immediate vacancy to fill for Deputy Municipal Clerk/Treasurer. This position is part-time at 20 hours per week. In the absence of the Clerk, the Deputy Town Clerk position would become full-time.

Candidates must, under direction, perform bookkeeping and other related duties in support of the Town of Holly Municipal Clerk/Treasurer's Office. Maintains current financial records; performs a variety of technical tasks relative to assigned area of responsibility. Receives training from the Town of Holly Municipal Clerk/Treasurer in the duties of the office. Is prepared to act, and is authorized to act, by the Holly Board of Trustees in the Municipal Clerk's stead in the absence of the Clerk. Candidates will submit the following documents for review:

- Town of Holly Application with Resume and Cover Letter

Application and Job Description can be picked up at Town Hall or downloaded at www.townofholly.com Please submit to the Town Clerk at Town Hall, 100 Tony Garcia Drive, or mail to Town of Holly, PO Box 458, Holly, CO 81047. No facsimile information will be accepted.

Deadline for submittal: 5:00 p.m., Thursday, July 2, 2009