

TOWN OF CLIFTON EMPLOYMENT OPPORTUNITY
TOWN CLERK/PUBLIC INFORMATION OFFICER



“Where the Trail Begins”

Reports To: Town Manager

Job Status: Regular, Full Time

FLSA: Exempt

Salary Range: \$50,000 - \$75,000 DOE

Opening Date: June 16, 2026

Closing Date: Open Until Filled

JOB DESCRIPTION

This is administrative and clerical work in directing the activities of the Office of Town Clerk/Public Information. The work involves responsibility for preparing, maintaining, and attesting to the official records of action taken by the Town Council and other boards and commissions in regular and special meetings and involves developing and maintaining open and clear communication with the public. The Town Clerk is custodian of the official books and records of the Council. Work is performed in accordance with general instructions and directions from the Town Manager and by statutes determining exact procedures.

ESSENTIAL DUTIES

- Prepares agenda and any additional information for all Council meetings; attends all meetings of Town Council; prepares minutes of meetings, proposed ordinances and other documents; and keeps the official record of all Council actions.
- Coordinates all elections of the Town.
- Provides notary service.
- Ensure timely publication of official notices, agendas, ordinances and resolutions in accordance with State Statutes.
- Develops internal and external communication plans for Town initiatives, campaigns, and special projects
- Manage and maintain records for all Town departments in accordance with State regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal and open meeting records.
- Provides information and assistance to constituents, visitors and others having business with the Town; responds to requests for information within the scope of authority; explains laws, rules, regulations, policies, and procedures;
- Administers and oversees the Town’s digital strategy, including website and social media content
- Business Licensing- receive applications for review; input businesses into Caselle software for payment collection; coordinate with the front office for receipt of payment; distribute annual renewal invoices and delinquent notices; issue new and renewal business licenses
- Performs related duties as assigned by the Town Manager. Duties are subject to change with the needs of the Town.

KNOWLEDGE, SKILLS AND ABILITIES

- Arizona Revised Statutes and Town regulations governing municipal government administration, open meeting laws, and elections.
- Principles and practices of records retention, record keeping and file maintenance.
- Customer service standards and protocols.
- Advanced skill in reading comprehension, critical thinking, and writing.
- Proficiency with Google Work Products, Microsoft Word, Excel, Teams, and Adobe Acrobat.
- Excellent organizational skills and ability to maintain a high volume of physical and electronic records.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service and dealing tactfully and courteously with the public.
- Demonstrate excellent communications skills to internal and external individuals.
- Ability to adapt to changes in tasks and priorities.

DESIRED EXPERIENCE AND EDUCATION QUALIFICATIONS

Bachelor's Degree or any equivalent combination of experience, education, and technical training which provides the required knowledge, skills, and abilities, may qualify.

Must be able to obtain notary certification within 6 months of hire.

TO APPLY

Submit a cover letter, resume, and Town employment application via email to:

townmanager@cliftonaz.gov

An Equal Opportunity Employer

In accordance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Town of Clifton does not discriminate on the basis of disability in the admission or access to treatment, or employment in its programs, activities, or services.