Employment Opportunity

Position: Town Clerk
Full Time Exempt

Salary Range: $60,000 - $80,000
Hiring Range: $60,000 - $70,000 DOQ
Closing Date: Open until filled. First review date February 21, 2020

Benefits: Fully benefitted position, including health/vision/dental insurance, holidays, and paid time off

Objective: The Town of Palmer Lake is seeking a highly motivated, results oriented, qualified Town Clerk to join our leadership team. Palmer Lake is a thriving community 20 miles North from Downtown Colorado Springs and offers a picturesque small mountain-town feel with a variety of outdoor activities, trails, parks, and restaurants.

General Statement of Duties: This position performs administrative and professional functions as provided by law and is a key player in the Town’s management team. General responsibilities include:

- Full support to the Town Board and advisory boards
- Liquor, marijuana, and business licensing
- Designated election official for all municipal elections
- Records management
- Budgeting and fiscal management
- Municipal court administration
- Human Resources management

Qualifications:

- High School degree or equivalent. A Bachelor’s degree or higher in Public Administration or related field is preferred.
- A minimum of three years responsible experience in the Municipal Clerk profession.
- Certified Municipal Clerk or Master Municipal Clerk designation preferred, or the ability to obtain CMC certification within 3 years of employment.
- Any equivalent combination of education and experience will be considered.
**How to Apply:**
Submit a cover letter, resume, and completed application form no later than the first review date to:

Town of Palmer Lake  
Attention Bob Radosevich, Interim Town Manager  
42 Valley Crescent  
PO Box 208  
Palmer Lake, CO 80133  
*bob@palmer-lake.org*

Applications will be accepted in hard copy or by email.

**Selection Process:**
The selection process may consist of any or all of the following:

- Quantitative review of application materials to select those who appear to be the highest qualified.
- Preliminary interview in person or electronically.
- Written assessment of knowledge and skills.
- On-site skills assessment.
- In-person interview with the Town Board.
- Public event to allow citizens to interact with finalists.

The offer of employment will not be considered final until all criteria has been met regarding background investigation, reference checks, and proof of employment eligibility.

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*The Town of Palmer Lake is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ancestry, color, creed, gender variance, genetic characteristics, immigration status, marital status, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, source of income, age, or pregnancy.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*