ROBERT SMITH

Town Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

As a Town Clerk, responsible for Verifying and monitored Council web page to assure information is current. Experience in Conducting research and using official files to locate and/or disseminate requested information.

CORE COMPETENCIES

Microsoft Office, Accounting, Management.

PROFESSIONAL EXPERIENCE

Town Clerk

ABC Corporation - June 1986 – October 1986

Key Deliverables:

- Held a public official position serving a community of 7,500+ residents.
- Attended and transcribed minutes for all public meetings.
- Served as elections supervisor, qualifying candidates, and publishing ballots.
- Responsible for records management and procurement functions.
- Received all site plans and development orders for agendas.
- Created legal advertising for publication.
- Designated to issue occupational licenses and sign permits.

Town Clerk

Delta Corporation - 1984 – 1986

Key Deliverables:

- Christopher Carlisle, Mayor Present Duties to Include Monthly water billing and receipt of payments, attend all meetings, and compile Board.
- Complete the annual budget and audit information, maintain the check/bank registry in Excel.
- Maintain all correspondence to the Town and keep in close contact with all Board Members.
- Duties include Accept and process payments for water bills, real estate, and personal property taxes, maintain the town website, provide secretarially.
- Organizing Books Shelf Recovery Providing Customers with Computer Repair Manager Marilyn Will Phone Number 7164868596.
- Maintain and key to the subsidy ledger for all departments and maintain amounts Prepare documentation for check requests and process checks Answer.
- Able to handle all aspects of the Town or Municipal processes and proceedings about the election.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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