

**Town Clerk Manager**

The Town of Crestone has an opening for a Clerk Manager position, which is appointed and supervised by the Town Board of Trustees. This is a full-time, salaried, exempt status position. Compensation: $55,000-$65,000/yr. DOE. This position receives health, dental and retirement benefits and those required by law.

The Town Clerk Manager administers, coordinates, and directs the Town Hall office as required by State Statutes. Responsible for a wide variety of records; preparing, authenticating, certifying, and recording numerous documents; supervising general office services; interacting courteously and knowledgeably with the public; supporting all aspects of the Board of Trustees meetings; administering elections, liquor and retail marijuana licenses, cemetery activity, and other duties. The Clerk Manager supervises the town employees.

Proven governmental knowledge and prior work experience

Must have prior Municipal Clerk or related experience and high school diploma

Preferred candidate has IIMCA Clerk or Manager certification or currently in training for said certification, 4-year university degree in a field supportive of the position, Colorado Notary Public certification.

Applications are available on the town website homepage at townofcrestone.colorado.gov

Please submit a brief letter of intent, CV/resume and references with your completed application to Town Hall either in person, via our secure payment slot at 108 W. Galena Ave; by mail to PO Box 64, Crestone 81131; or via email to crestonetownoffice@gmail.com

The Town of Crestone is an equal opportunity employer and does not discriminate on basis of race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability or genetics. In addition to federal law requirements, the Town of Crestone complies with applicable state laws.

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