

TOWN OF PARMELE, NORTH CAROLINA

NOW HIRING PART-TIME ASSISTANT TOWN CLERK

ESSENTIAL DUTIES

- Prepare meeting agendas, minutes, and notices
- Provide customer service to residents and visitors
- Maintain official records and files, confidentiality
- Assist Clerk with invoices, receipts, and bookkeeping
- Assist Mayor and Town Council
- Update town website and public information
- Coordinate meetings and community events

QUALIFICATIONS

- High School Diploma or GED
- Administrative & Accounting experience preferred
- Proficient with Microsoft Office and Mathematics
- Strong communication and organizational skills
- Valid NC Driver's License
- Dependable Transportation
- Must be Bondable

APPLY TODAY

Part-Time Position-20 hours a week; Monday –Thursday from 10:00 a.m. to 3:00 p.m.

Hourly wage: Depend on experience

Application available:

Town of Parmele
1065 James Street
Parmele, NC 27861
252-795-4600

Email resume:

work4town@gmail.com

Application Deadline:

Thursday 6/18/26

EOE