



## **Assistant City Clerk**

The City of Sheridan is actively recruiting a reliable, self-motivated and customer-service driven individual to fill the position of *Assistant City Clerk*. This position is responsible for administrative functions and assisting in the operations of the City Clerk's Office including assisting in the preparation and maintenance of the City's official records. Hiring wage for this position is \$20.49 hourly. This is a fully benefited position including health, dental, vision, and life insurance, state pension benefits, paid time off and a wellness program. Interested qualified applicants may apply by submitting a City of Sheridan application to the City of Sheridan, 55 Grinnell Plaza. Full job description and job application can be found at [www.sheridanwy.gov](http://www.sheridanwy.gov). The deadline for applications is 2/7/20. The City of Sheridan is a drug-free workplace.