

City of Opp  
Job Opening

City Clerk – City Hall

The City of Opp is seeking applications for the position of City Clerk. Under the direction of the Mayor, the City Clerk is responsible for the preparation and maintenance of all Council records and other official municipal documents. This position supervises elections within the City, oversees the issuance of various licenses and permits, assists in the preparation of the annual budget.

Qualifications:

- High school diploma or GED required.
- Three years office/clerical experience required; previous municipal experience preferred.
- Experience with computers and assisting general public preferred.
- Must have a valid Alabama Driver's License and a good driving record.

Salary will be based on experience.

Excellent benefits package to include:

- Blue Cross Blue Shield health insurance
- Vacation
- Sick leave
- 15 paid holidays
- Alabama State Retirement
- Life insurance

Qualified applicants may print an application online at [www.cityofopp.com](http://www.cityofopp.com). Applications may be picked up, completed off-site, and returned to the Opp Utilities Board Human Resources Office at 109 E. Hart Avenue, Opp, AL 36467.

The City of Opp is an Equal Opportunity Employer