

## **JOB POSTING**

**City of Berlin**

**Welfare/City Clerk - Account Clerk**

Job Title: Part time Welfare/City Clerk - Account Clerk

Department: Health/Welfare Department & City Clerk's Office

Rate of Pay: \$16.59 per hour

Job Summary:

This position performs customer service and administrative functions to support the Welfare/Health Officer and City Clerk with potential for coverage in other offices. The successful candidate will have a minimum of a high school diploma and 2 years administrative experience. Associates degree or additional education and/or experience in accounting/administration is preferred. Strong customer service & organizational skills required. A more detailed job description is available from the Health & Welfare Office at City Hall or by clicking [here](#).

Interested applicants should submit a City of Berlin application to the City Manager's Office, 168 Main Street, Berlin, NH 03570 or to [info@berlinnh.gov](mailto:info@berlinnh.gov)

Application Deadline: Position will remain open until filled

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