



Deputy Clerk Position

The Cicero Clerk Treasurer's office has a full-time position opening for a Deputy Clerk. The Deputy Clerk will be responsible for various clerical, payroll, Human Resource functions, bookkeeping, and utility activities. Process bi-weekly payroll, pension, and deductibles, maintain all payroll records, and on-line filings. Payroll experience is a plus. The position will also be the assistant to the clerk treasurer for budget, attend meetings as necessary, filing, preparing reports, and serve and assist with utility billing activities, answering phones, waiting on customers and other duties as assigned.

Applications will be accepted through Friday, February 12, 2021. Please send résumé to Rhonda Gary, 331 E. Jackson St., P.O. Box 650, Cicero, IN 46034, rgary@townofcicero.in.gov. To apply, the Town's application will be required which may be accessed online at www.cicero.in.org under the Government tab – Job Opportunities or requested by e-mail.