

## Employment

The City of Fossil is hiring for the position of City Recorder.

This is a full-time position, 40 hours per week and attendance at meetings required. Benefits are PERS retirement, medical, dental and vision insurance.

This position works under the general direction of the Mayor and City Council.

Thorough knowledge of accounting procedures with regard to Municipal Government.

Strong clerical and understanding of city budget and how to prepare the budget.

Applications can be picked up at Fossil City Hall 8pm to 4:00 pm Monday

through Thursday or you may request an application by email

at [city\\_recorder@cityoffossil.com](mailto:city_recorder@cityoffossil.com), phone (541) 763-2725. Application

and Resume may be mailed to City of Fossil, PO Box 467 Fossil Oregon

97830, emailed or dropped off at 401 Main Street, Fossil.

Open until filled. Salary will be based on experience.

The City of Fossil is an equal opportunity employer.