

CITY OF WESTON
1865



114 East Main PO Box 579 Weston, OR 97886

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Mayor Jennifer Spurgeon; Councilors: Duane Thul, Tim Crampton, & Rick Stephens

“This institution is an equal opportunity provider and employer”

POSITION VACANCY

Assistant City Recorder/Court Clerk- Part Time

The City of Weston is seeking a part time **Assistant City Recorder/Court Clerk**. Duties include general office support/customer service, data entry/preparation of utility billing, facilitation of municipal court sessions, composing letters, reports and agendas as required. Requires the ability to work with the public, city staff, council and other organizations on a daily basis.

Hours: To be determined. Part-Time

Salary: Depending on experience/qualifications

Applications for employment & complete job description(s) available at Weston City Hall (114 E Main Street, Weston, OR 97886) Mon-Thurs 7am-11am & 1:30pm-5:30pm.

Posted: May 22, 2018

Sheila Jasperson, Assistant City Recorder

City Hall/Post Office/Library

UB/Valley Herald/

www.cityofwestonoregon.com