EMPLOYMENT OPPORTUNITY

Clerk/Utility Clerk

The Village of Eagle Nest is accepting application for the position of Village Clerk/Utility Clerk. This position performs clerk duties as required by state statute and Village ordinances. Candidates should be proficient in Open Meeting Act and Inspection of Public Record Act. Some evening meetings will be required that require minutes. The candidate must have the ability to achieve high standards in customer service, have attention to detail, and have extensive computer skills. This a 40 hour per week position and wage is commensurate upon experience.

Applicants should mail resume and three professional references to: Village of Eagle Nest, PO Box 168, Eagle Nest, NM 87718 or deliver to Eagle Nest Village Hall, 151 Willow Creek Dr., Eagle Nest, NM 87718 or fax to 575-377-2487. For additional information call Village Administrator, Mary Berglund at 575-377-2486.