

Deputy Clerk-Treasurer

This position is responsible for assisting the Clerk-Treasurer by managing the permitting process, utility billing and payments, and providing customer service to the public in-person, over the phone, and through electronic communication.

What you get to do:

- Work with building inspectors to issue permits consistent with Indiana Building Code and Town of Speedway Ordinances
- Review building plans to determine project scope and permit requirements
- Evaluate permitting requirements and processes
- Make recommendations for improvements to the permitting processes
- Communicate permit requirements and changes to the public
- Manage Town licenses for business, alarms, etc.
- Collaborate with other deputy-clerks to provide customer service to the public, including residents applying for permits and licenses, local businesses, contractors, and utility customers

Other duties:

- Cross-train on other functions in the Clerk-Treasurer's office
- Ad-hoc projects as assigned, for example improving customer service, addressing inefficiencies in processes

Experience and Requirements:

- Comfortable working in an environment with multiple and sometimes shifting priorities
- Associate or bachelor's degree in accounting, finance, business, public administration, or similar field of study preferred
- Any combination of education, training, and experience
- Work experience involving strong problem-solving skills
- Excellent written and oral communication skills
- Ability to interpret and make decisions in accordance with laws, regulations, and established procedures
- Strong team work skills with the ability to collaborate and negotiate conflict with others
- Strong customer service skills

Work Environment

- Office setting

Schedule: Monday 9:00 AM – 6:00 PM; Tuesday – Friday 7:30 AM – 4:00 PM

Benefits:

Competitive benefits package including health insurance, paid time off, vacation time, life insurance, PERF eligible and additional retirement plans, paid holidays.

Starting Pay: salary starting at \$40,000

- Salary offer will be based on candidates' qualifications and relevant experience

To apply: Please submit a resume and cover letter to the Town of Speedway Clerk-Treasurer, Philip Foust at pfoust@speedwayin.gov. We will be accepting resumes until April 15, 2024. Interviews will be scheduled on a rolling basis and may be scheduled prior to April 15, 2024. (We reserve the right to extend the resume collection period as needed).