

EMPLOYMENT OPPORTUNITY

The Town of Dauphin Island is requesting applications for an Office Clerk for Town Hall.

SCOPE OF WORK

1. Acts as receptionist for the Town Hall; answering phones, greets public, provides information to and aids realtors, contractors, etc. to provide information related to flood maps, licenses and permits, ordinances, and basic tourist information.
2. Provides assistance to Administrative and Building/Zoning Departments, makes copies, prepares correspondence, files and faxes documents, etc.
3. Provides backup or assists other administration employees as required.

APPLICATION DEADLINE

Applications must be submitted by 3:00 p.m. (CST) on September 29, 2023 to:

Town of Dauphin Island
Attn: Wanda Sandagger
1011 Bienville Blvd.
Dauphin Island, Alabama 36528

QUESTIONS AND OTHER INFORMATION

Questions regarding the information contained in this request should be addressed to Town Clerk Wanda Sandagger at email wsandagger@townofdauphinisland.org, faxed to 251-861-2154 or mailed to the address above.

The Town of Dauphin Island is an equal opportunity employer.
Alcohol & Drug screen will be required prior to employment with the Town of Dauphin Island.

THE TOWN RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICATIONS.