

**CITY OF WILDER
PART TIME JOB OPPORTUNITY
PART TIME ASSISTANT CITY CLERK**

The City of Wilder is hiring a Part time Assistant City Clerk. This is a part time position, 20 hours per week. Hours are Monday through Friday, times may vary. Additional hours may be required at times. Experience in office skills (MS Word, Excel, Publisher, Adobe, Canva, and QuickBooks) required. Position will also require knowledge of Web Page and Facebook postings, answering phones and other office responsibilities.

Interested parties may apply in person at the Wilder City Building, 520 Licking Pike, Wilder, Ky. or by completing a job application online at wilderky.gov and going to the employment tab. Completed applications should be emailed to Terry Vance, City Administrator at tvance@wilderky.gov.

Deadline for applications **April 15, 2025**. Projected start date of **May 1, 2025**.

City of Wilder 520 Licking Pike Wilder, Kentucky 41071 859-581-8884

The City of Wilder is An Equal Opportunity Employer