

**The City of Baxter is accepting applications for a Part-time Water Clerk.** Applications and job descriptions can be picked up at City Hall 200 Main Street, Baxter 38544 or completed online at [cityofbaxter.com](http://cityofbaxter.com). Copies of all qualifications should be attached to the application. Questions can be answered by contacting human resources via email at [baxtercity@twlakes.net](mailto:baxtercity@twlakes.net). Applications will be accepted until position is filled.

**Qualifications**

- Graduation from an accredited high school.
- At least 6 months experience in a modern office environment preferred.
- Must have an ability to be bonded.
- Cash Handling Experience.
- Customer Service Experience.

Must be able to pass a drug screen. Pay will depend on qualifications and experience. EOE, TN Drug Free Work Place