

City of St. Paul Advertisement for the City Clerk/Deputy Treasurer Position (Full-time)

(The City of St. Paul is an Equal Opportunity Employer)

The City of St. Paul is accepting applications for a full-time City Clerk/Deputy Treasurer. The position coordinates municipal clerical and financial operations and collaborates closely with the Mayor, City Council, and Department Heads to support City priorities.

Key Responsibilities:

- Prepare Council meeting agendas and record minutes.
- Maintain official municipal records (ordinances, resolutions, contracts, correspondence).
- Sign, notarize, and publish City documents.
- Prepare and manage the City Budget and monitor expenditures.
- Implement policies and procedures.
- Serve as liaison between City Council and the public.
- Supervise clerical staff and respond to residents and business inquiries.

Qualifications:

- High school diploma or equivalent required; post-secondary education in business, accounting, or public administration preferred.
- Effective communication, organizational, and computer skills.
- Experience with accounting or municipal finance preferred.
- High attention to detail and ability to manage multiple responsibilities.

How to Apply:

- Applications may be picked up at City Hall, 704 6th Street, St. Paul, NE 68873
- Email resume to Connie Jo Beck, City Clerk: cjbeck@cityofstpaulne.org

Salary and Benefits:

- Salary dependent on qualifications and experience.

Application Due Date: Friday, May 1, 2026, by 3:00 p.m.

PHONOGRAPH LEGAL INSTRUCTIONS: Please Publish on three (3) consecutive Wednesday's:

***** April 8, 2026**

***** April 15, 2026**

***** April 22, 2026**