

City Recorder & Administrative Assistant

Bethel Springs, Tennessee

Position Type: Full-Time

Position Summary:

The Town of Bethel Springs is seeking a dependable and detail-oriented individual to serve as City Recorder & Administrative Assistant. This dual-role position is responsible for maintaining official municipal records, supporting city leadership, and ensuring efficient day-to-day administrative operations in compliance with state and local regulations.

Key Responsibilities:

City Recorder Duties:

- Record, transcribe, and maintain minutes of Board of Mayor and Aldermen meetings
 - Maintain custody and organization of official city records
- Prepare agendas, meeting packets, ordinances, and resolutions
 - Ensure compliance with the Tennessee Public Records Act
 - Coordinate public notices and legal advertisements
 - Respond to public records requests

Administrative Assistant Duties:

- Provide administrative support to the Mayor, department heads, and city staff
 - Answer phones, assist citizens, and manage office communications
 - Maintain filing systems and office records
 - Assist with scheduling, correspondence, and reports
- Support payroll, purchasing, or billing functions (if applicable)
 - Perform general clerical duties as assigned

Minimum Qualifications:

- High school diploma or GED
- Experience in office administration, records management, or municipal government
 - Strong organizational, communication, and computer skills
 - Ability to handle confidential information with discretion
 - Attention to detail and accuracy

Preferred Qualifications:

- Knowledge of Tennessee municipal government operations
- Experience with public records compliance and municipal software
 - Prior experience in a government office setting

How to Apply:

Submit a resume and application to:

4066 Main Street, Bethel Springs, TN 38315 or bethelsprings4u@hotmail.com

For more information, contact:

City Hall: 731-934-7266 or bethelsprings4u@hotmail.com