

Town of Bowman General Administration Department

Town Clerk

Requirement(s): Bachelor's Degree with progressively responsible secretarial or office administrative work.

The Town Clerk will oversee the daily day to day operations of the Municipal Complex and Town under the direction of the Mayor and Town Council. This position includes but is not limited to managing the budget and finances, performing all payroll and benefits functions, bookkeeping to include weekly invoicing and monthly bank reconciliations, court administration, maintaining agendas/minutes, maintaining records management, informational services, codes enforcement, licensing, permits and risk management.

Applications can be obtained at the Bowman Town Hall 131 Poplar Street, Bowman or on the web at townofbowman.sc.gov