

City of Colfax, California

**City Clerk**

**Annual salary range: \$56,263.06 to \$72,021.00 DOE**

The city provides a generous benefit package.

**Application deadline: Open until filled.**

First resume review: **Tuesday, August 10, 2021.**

The **City of Colfax** is seeking a seasoned City Clerk that can hit the ground running. The **City Clerk** works Monday through Thursday from 8:00am – 5:00pm and attends two evening City Council meetings per month. The ideal candidate will understand that the City Clerk role is neutral, and non-political. We are looking for someone with a winning personality that is eager to help the City succeed and who will provide a high level of customer service to the residents of Colfax. The City Clerk will be a versatile self-starter who is able to coordinate and manage multiple assignments and projects successfully while developing relationships based on trust and mutual respect.

Located in the foothills of the Sierra Nevada mountains, the Colfax area provides amazing views while hiking along the many creeks and rivers and offers unique shopping and dining in the locally owned businesses. Known as the “Gateway” to the High Sierra Mountains, our motto is, “Above the Fog, Below the Snow”.

To be considered for this opportunity, please submit your application and resume online at: <https://www.governmentjobs.com/careers/CPSHRRS/jobs/3161458/city-clerk>

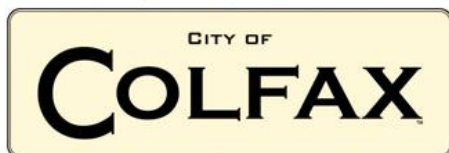
For questions, please contact:

Debbie Gutman  
**CPS HR Consulting**  
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To view an online brochure for this position visit: <https://online.flipbuilder.com/kper/xolz/mobile/index.html>  
City of Colfax website: [www.colfax-ca.gov](http://www.colfax-ca.gov)



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*The City of Colfax is an equal opportunity employer.*