



# Town of Four Oaks

## Position Opening

The Town of Four Oaks has an opening for an Administrative Clerk. The applicant needs good customer service skills, computer skills, and governmental office experience is preferred. The posting will close Friday, April 12<sup>th</sup>, 2024. Please apply at the Town of Four Oaks Town Hall, 304 N. Main Street, Four Oaks, NC 27524. The job description and an application can be found on the Town of Four Oaks website at [fouroaks-nc.com](http://fouroaks-nc.com) or obtained by contacting Rhonda Lee, Deputy Town Clerk at [utilitybillingclerk@fouroaks-nc.com](mailto:utilitybillingclerk@fouroaks-nc.com) or 919-963-3112 ext. 121. The Town of Four Oaks is an equal opportunity employer.

Dated and posted this 27<sup>th</sup> day of March, 2024

Town of Four Oaks

A handwritten signature in black ink, appearing to read "Martha Garris", is written over a horizontal line.

Martha Garris, Town Clerk