



**NOTICE OF EMPLOYMENT
CITY HALL ADMIN
CITY OF ELEPHANT BUTTE**

The City of Elephant Butte, County of Sierra, State of New Mexico announces that there is a vacancy within City Hall for a full-time administrative assistant. This position would be a general assistant for the city clerk and additional office staff. The position would assist with general clerical and office work to include typing, filing, general office organization, greeting the public, answering the telephone, assisting customers, and other duties as assigned. This vacancy will be filled on the recommendation of the Mayor and approval of the City Council. It is advised that all applications and resumes be submitted to the City Clerk by mail, email, or in person.

Lindsey Cobleigh-City Clerk
cityclerk@cityofeb.com
Posted: January 24, 2024