

The City of Lewisburg is seeking a full-time hourly Tax Clerk / Administrative Assistant to join our Administration team. This position serves as the first point of contact for City Hall, assisting citizens in person and by phone while supporting daily financial operations. Key Responsibilities: Greet and assist visitors, answer and direct calls, process payments and maintain accurate financial records, handle licenses, permits, and property tax transactions, maintain petty cash, billing records, and office supplies, and provide general administrative support as needed. Qualifications: High school diploma or GED required (some college preferred), strong customer service, communication, and organizational skills, experience handling money, and basic accounting tasks preferred.

The City of Lewisburg is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested candidates should submit their resume, cover letter, and application to Gina Jones (email:gina.jones@lewisburgtn.gov) The application and full job description is located on the City of Lewisburg website: www.lewisburgtn.gov. Position open until it is filled.