

Town of La Grange, Tennessee

Position Title: Town Recorder

Position Summary

The Town of La Grange is seeking a highly organized, dependable, and service-oriented individual to serve as Town Recorder. This position plays a central role in the daily operations of the town, functioning as both an administrative leader and financial coordinator. The ideal candidate will be comfortable managing multiple responsibilities, maintaining accurate records, and providing excellent service to the public.

Key Responsibilities

- Serve as the primary administrative officer for the town office
- Prepare and maintain official town records, including agendas, meeting minutes, ordinances, and resolutions
- Coordinate and attend board meetings, ensuring proper documentation and compliance with applicable laws
- Manage utility billing, including water billing, collections, and customer inquiries
- Perform bookkeeping duties using QuickBooks, including accounts payable/receivable and financial tracking
- Assist in preparing financial reports, budgets, and supporting documentation
- Provide courteous and professional customer service to residents, vendors, and visitors
- Maintain organized filing systems for both physical and digital records
- Ensure compliance with municipal policies, procedures, and state requirements
- Support the Mayor and Board of Aldermen with administrative and operational needs
- Assist with the coordination and administration of municipal court, including traffic and ordinance violation cases

Minimum Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree in business, accounting, public administration, or a related field preferred
- Experience in bookkeeping or accounting, preferably in a municipal or government setting
- Proficiency with QuickBooks and Microsoft Office (Word, Excel, Outlook)
- Strong organizational skills and attention to detail
- Ability to handle confidential information with discretion
- Excellent written and verbal communication skills
- Strong customer service skills with a friendly and professional demeanor
- Ability to manage multiple priorities and meet deadlines independently

Special Requirements

- Must obtain certification as a Certified Municipal Finance Officer (CMFO) within two (2) years of employment
- Ability to attend evening meetings and court sessions as required

Work Schedule & Meeting Requirements

- Regular office hours are Monday through Thursday, 8:00 a.m. to 2:00 p.m.
- Town Board meetings are held on the second Monday of each month and require attendance
- Municipal (traffic/ordinance) court is held every other month and requires attendance
- Attendance is required for any additional workshops, special-called meetings, or hearings as needed, which may occur outside regular office hours

Preferred Qualifications

- Prior experience in municipal government or public administration
- Knowledge of Tennessee municipal laws, records management, and financial procedures
- Experience with utility billing systems

Work Environment

This position operates in a professional office environment and requires frequent interaction with the public. The role may involve periods of high activity, particularly during billing cycles, audits, court sessions, and board meetings.

Compensation and Benefits

Salary and benefits will be based on qualifications and experience and are in accordance with the Town of

La Grange's policies. Starting salary: **\$39,700**

How to Apply

Interested candidates should submit a resume and cover letter to the Town of LaGrange via email townoflagrange20@gmail.com or to the town office at:

20 Main St
La Grange, TN 38046

Please do not call Town Hall regarding this position. Resumes only.

The position is anticipated to begin training prior to assuming full duties, with the goal of the successful candidate working independently by October.