

VILLAGE OF DIXIE IN

60 SHELL STREET

MINDEN, LA 71055

HIRING FOR PART-TIME POSITION FOR ASSISTANT CLERK TO HELP WITH  
WATER BILLING: TAKE PAYMENTS & ENTER INTO EASY BILL & QUICKBOOKS  
COMPUTE, PRINT, & MAIL WATER BILLS

ANSWER PHONE CALLS AND HANDLE PHONE PAYMENTS

HANDLE TICKET REPORTS

WARRANTS: TAKE PAYMENTS AND TYPE LETTERS TO OMV FOR CUSTOMERS

INPUT WARRANTS INTO SPREADSHEET AND SUBMIT TO CHIEF WEEKLY

TAKE PAYMENTS FOR ANY WARRANTS AND REPORTS, TURN INTO CLERK

BEER/LIQUOR LICENSES: TAKE PAYMENTS &TYPE/MAIL PERMITS

DOTD: INVOICE FOR MAINTENANCE & MOWING

OCCUPATIONAL LICENSES: TAKE PAYMENTS & MAIL LICENSES

HELP CLERK PREPARE FOR COUNCIL MEETING

TYPE & SEND MINUTES, RESOLUTION, ORDINANCES, PUBLIC NOTICES, BIDS TO  
MINDEN PRESS

PAY WILL BE BASED ON EXPERIENCE

SEND RESUME TO [clerk@villageofdixieinn.com](mailto:clerk@villageofdixieinn.com) or [mayor@villageofdixieinn.com](mailto:mayor@villageofdixieinn.com)