



Town of Abingdon, VA Municipal Clerk

The Town of Abingdon is seeking applicants for municipal clerk. The municipal clerk is responsible for the following duties:

- To preserve and provide accurate legislative and historical records for the Town;
- Serve as the custodian for those records;
- Coordinate and prepare monthly Town Council agendas ;
- Attend Town Council meetings, record proceedings, draft minutes and maintain minute books; Coordinate and disseminate press releases and other information;
- Coordinate publication of all legal notices; and
- Maintain, post and disseminate the official Town meeting calendar and post agendas, minutes, meeting recordings, press releases and other notices on the Town's website

Additional Responsibilities:

- Serving as the initial point of contact for inquiries regarding the business of the Town Council;
- Overseeing the annual financial disclosure filings by elected as well as any other appointed officials and staff required by law to file a disclosure; and
- Providing support to designated elected and appointed bodies and monitoring their membership, terms of appointment and resignations of members of Town committees, commissions and boards.

Qualifications:

Candidates should possess either a Bachelor's degree supplemented by three to four years of responsible administrative work experience or seven years of equivalent education, training and experience that provides the required knowledge, skills and abilities for the position. Candidates must also be able to possess a Notary Public certification and obtain Certified Municipal Clerk (CML) designation within a designated period. Strong verbal, written and computer skills are required for competitive candidates.

Salary range: DOQ.

Benefits:

The Town offers excellent benefits including medical/prescription/dental/vision insurance, VRS retirement, paid life insurance, deferred compensation, supplemental benefit plans, paid time off and 13+ yearly holidays.

Those interested should submit an application and resume at http://abingdon-va.gov/?page_id=248.

Applications accepted until filled. The Town of Abingdon is an Equal Opportunity Employer; women and minorities are encouraged to apply.