

## **Job Advertisement**

### **Assistant Town Clerk (Full-Time)**

#### **Town of Pearisburg**

##### **Job Description:**

- Assists the Town Clerk in preparing routine correspondence for the Mayor, Town Council, Town Manager, Director of Public Works, and Police Chief.
- Assists Town Clerk in preparing Town Council agendas, background documents, pre-and post-Council meeting correspondence, legal notices, press releases, correspondence, etc.
- Attends Council meetings in the Town Clerk's absence to accurately record and write concise minutes which are official permanent record of the Town.
- Certifies and attests official Town documents in the Town Clerk's absence.
- Responds to Council Members, Town Manager, Department Heads, other localities, attorneys, media, residents, etc. on requests for information or research on variety of issues or problems.
- Acts as secretary for the Police Chief and Police Department.

**Qualifications:** High School Diploma or GED required. Associates/Technical Degree with coursework in public administration, business or related field preferred. Considerable experience in local government or equivalent combination of education and experience.

**Compensation and Benefits:** Salary starting at \$32,126 - \$39,050 depending on qualifications and experience. Excellent benefits package.

**Deadline:** Open until filled. First review of application will take place on January 9, 2018 after 1:00 p.m.

**How to Apply:** Completed Town applications and resume may be submitted to the Town Administrative Office located at 112 Tazewell Street, Pearisburg, Virginia 24134.

\*Town application may be obtained directly from the Town office or via the Town's website [www.pearisburg.org](http://www.pearisburg.org)

For further information please contact the Town office at (540) 921-0340 ext. 2.