



**Clerk of Council**

Town of Leesburg

Regular Full-Time

\$54,244-\$91,048 DOQ

Closing Date: December 2, 2016

This position involves advanced clerical and administrative work in processing, recording and maintaining a complete and accurate record of Town Council meetings and actions for the Town Manager's Office. Work includes responsibility for supervising and maintaining the permanent record of all Town resolutions and ordinances; preparing and distributing agendas, legislation, minutes, motions, listings and notices. Work also includes responding to inquiries from the public, attorneys, staff and other interested parties. Attendance at night meetings required.

**Required:** HS/GED; five years of professionally responsible administration/local government experience.

**Preferred:** Bachelor's or Associate's degree; ten years of professionally responsible experience, preferably as a city/town municipal clerk or deputy; Municipal Clerk Certification; bilingual in English/Spanish.

**TO APPLY:** Please go to [www.leesburgva.gov/jobs](http://www.leesburgva.gov/jobs) to apply online. Resumes may be submitted as supplemental only. EOE/ADA.