

Deputy Clerk to the Board of Supervisors

Salary / Pay Rate: \$68,257 to \$109,336

Job Type: Full Time

Post Date: 09/14/2017

The County of Frederick, Virginia is accepting applications for the full-time position of Deputy Clerk to the Board of Supervisors. This position reports to the County Administrator and the Deputy County Administrator and works directly with the members of the Board of Supervisors.

Major Duties:

The Deputy Clerk will be responsible for maintaining the official record of the Board and duties include attending all meetings of the Board and other committees and drafting of formal minutes from those meetings. The position will oversee clerical operations and staff in the County Administrator's office, assist in coordinating FOIA requests, public inquiries, archiving official documents, and collecting state mandated disclosure forms.

Knowledge, Skills, and Abilities:

- Demonstrated attention to detail
- Thoroughness in review
- Clear written and verbal communication skills
- Good organization and time management skills
- Candidates should possess some experience in taking minutes of meetings
- Must be professional, courteous, and demonstrate the highest level of customer service
- Must be able to maintain confidentiality
- Be a resourceful team player,

Education / Experience:

Any combination of education and experience equivalent to graduation from a four year college or university, supplemented by extensive training and considerable experience in mid-management level positions. Completion of college courses in English, communications, government, computer science; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. At least three (3) years of experience as a deputy/assistant city or county clerk is preferred.

Salary range for the position is \$68,257 - \$109,336. Applications will be accepted until filled. The General Application is required for consideration for this position. The online application can be found at <http://www.fcva.us/departments/human-resources/employment-opportunities/job-vacancies>. You may also submit your resume and cover letter along with the General Application. Email: hrjobs@fcva or fax: 540-722-8377.