



Administrative Assistant/City Clerk

The City of Williamsburg is seeking qualified applicants for the position of Administrative Assistant/City Clerk to join a dynamic, high performing organization. Responsibilities include performing various clerical duties for the City Manager's office and serves as the Clerk of Council. This position requires interaction with City management and staff, City Council and members of local Boards and Commissions. The perfect opportunity for the highly organized, meticulous professional committed to public service seeking to be part of an innovative, progressive community that features an exceptional quality of life.

The position is a grade 207 with a starting salary range of \$38,121 to \$48,604, dependent upon the candidate's education and experience. Benefits are provided consistent with City policy. Job posting closes at 4:30 p.m. on March 22, 2018.

The complete position description and instructions for applying are available online:

<http://www.williamsburgva.gov/government/departments-a-h/human-resources/jobs>

The City of Williamsburg is an Equal Opportunity Employer.