

Customer Service. Stewardship. Honesty. Integrity. Respect. Teamwork. If you share our core values and possess a genuine sense of character with uncompromising ethics, then you may be the ideal candidate to be the next Deputy City Clerk for the City of Manassas. Are you a problem solver? Do you value diverse job duties and opportunities and adjust well to changing demands? The next Deputy City Clerk will assist our City Clerk to continually improve our high quality service delivery to our citizens and businesses, while managing the records associated with the official actions taken by the City Council, information pertaining to various Boards, Committees and Commissions, and other important documentation as it relates to the City. Will be responsible for researching legal precedence, prior legislative actions, and others matters that may arise, and will perform a variety of routine and complex administrative duties that require attention to detail and strong writing and editing skills. Must be well versed in Microsoft Office and have an aptitude to work within various computer programs and systems. Familiarity with Granicus software a plus. Interested candidates are encouraged to review the full position description at https://www.governmentjobs.com/careers/manassas/classspecs/827303?keywords=city%20clerk&page_type=classSpecifications for additional responsibilities.

This exciting opportunity is open to individuals holding an Associate's degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field, supplemented by two (2) years of responsible work experience, preferably in a municipal or government setting. Significant related experience and certification may substitute for education. Certification as a Certified Municipal Clerk is desirable. Notary public certification required, or the ability to acquire upon employment, and the ability to obtain the designation of a Certified Municipal Clerk (CMC) within five years of employment. Occasional evening work and meeting attendance is required.

If you're ready to take the next step in your career and join a progressive, award-winning organization, apply immediately at <https://www.governmentjobs.com/careers/manassas/jobs/2426230/deputy-city-clerk?pagetype=jobOpportunitiesJobs>. Position open until filled; first review of applications will begin on May 10, 2019.