



**CITY OF HOPEWELL  
invites applications for the position of:**

**City Clerk**

**SALARY:** See Position Description

**DEPARTMENT:** City Clerk

**JOB TYPE:** Other

**OPENING DATE:** 06/11/20

**CLOSING DATE:** 07/11/20 11:59 PM

**DESCRIPTION:**

**\*\*\*\*\*SALARY COMMENSURATE WITH EDUCATION AND EXPERIENCE\*\*\*\*\***

Performs intermediate administrative work serving as the Clerk to the City Council and as custodian of all official City records, preparing and maintaining official City records and files, maintaining City code, assisting members of Council with special projects, and related work as apparent or assigned. Work is performed under limited supervision.

**EXAMPLES OF DUTIES:**

- Prepares and distributes various documents/notifications to include, but not limited to: Council agenda packets, public hearing announcements, and notifications of any meetings of Council, boards, commissions, authorities, committees of Council, or any gathering of more than two Councilors when City business will be discussed.
- Maintains documentation pertaining to terms, expirations, vacancies, and prospective candidates for over 30 boards, commissions and authorities, as well as approximately 20 City Council ad-hoc or standing committees.
- Takes minutes and/or audio recordings of all Council meetings and work sessions, transcribes them into text, indexes all items and records them as public records as required by law.
- Ensures the preparation, preservation, distribution and management of official records of all public meetings of the City Council.
- Composes and processes the Resolutions and Proclamations for the City Council.
- Officiates at bid openings and maintains bid packets as legal documents.
- Maintains titles and registrations for all City vehicles and maintains any related-legal documents.
- Receives citizens' complaints against the City; registers and processes complaints for action.
- Provides administrative support to the Mayor and the City Council such as scheduling appointments and meetings, making travel arrangements, processing incoming and outgoing mail, preparing correspondence, screening calls, and directing visitors.

**TYPICAL QUALIFICATIONS:**

Minimum Education and Experience:

- Associate's degree in business or public administration, or related field; at least 5 years of increasingly responsible experience in office management, public administration or providing support to an official body similar to the City Council; or equivalent combination of education and experience.

Licenses and/or Certifications:

- Virginia Municipal Clerks Association (VMCA) Municipal Clerk or Master Municipal Clerk certification and/or International Institute of Municipal Clerks (IIMC) Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) certification(s) preferred.
- Commissioned Notary Public

## Knowledge, Skills &amp; Abilities:

- Knowledge of local government operations and ordinances, municipal election procedures, and rules of conduct.
- Knowledge of laws and regulations governing the publishing, filing, indexing, and safe keeping of official City documents.
- Knowledge of legal terminology, secretarial techniques, office equipment, Microsoft Office, Microsoft Outlook and other common administrative tools, technology, programs and software.
- Command of English language and grammar.
- Computer skills to include Internet usage.
- Strong organization and time-management skills.
- Ability to work under pressure in stressful situations.
- Ability to effectively interact with all levels of the general public, with other jurisdictions and with City officials within and outside the City.
- Ability to deal with multiple projects/issues at the same time.
- Ability to work outside normal business hours as required (i.e. work sessions, special meetings, council meetings, etc.).

**SUPPLEMENTAL INFORMATION:**

## Work Environment:

- Work is primarily performed in an indoor, climate-controlled, pleasant environment.

## Essential Physical Activities:

- Stooping, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing, talking, and finger movement.

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APPLICATIONS MAY BE COMPLETED ONLINE AT:  
<https://hopewellva.gov/employment-opportunities/>  
The City of Hopewell is an EEO and V3 certified employer.

Position #CClerk071120  
CITY CLERK

Drug-Free Workplace

300 N Main St, Rm 223 Hopewell, VA 23860 804-541-2211 or 804-541-2245

[humanresources@hopewellva.gov](mailto:humanresources@hopewellva.gov)

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