



CLERK TO THE BOARD OF SUPERVISORS

Franklin County, Virginia, known for its scenic beauty, nestled between Philpott and Smith Mountain Lake along the Blue Ridge Mountains, south of Roanoke, VA is currently accepting applications for the position of **Clerk to the Board of Supervisors**. This Clerk serves under the leadership of the County Administrator's Office while providing the Board of Supervisors, County Administration and legal counsel with research, documentation, and correspondence. This position advertises, attends, and assists with the organization of Supervisor's meetings, work sessions, and special called meetings, thereby maintaining all official records.

Thorough knowledge of the function and organization of County government is required. Demonstrated ability to communicate effectively to maintain good working relationships with County Officials, Co-Workers, Department Heads, and the General Public. Ability to organize and prioritize multiple tasks and to exercise initiative and discretion.

Any combination of education and experience equivalent to a Bachelor's Degree in public administration, political science, public policy, business management, communications, paralegal studies or an equivalent combination of applicable government or business experience (preferably County or municipal) entity. Ability to accurately take and transcribe minutes. Certified Municipal Clerk (CMC) and / or Master's Municipal Clerk (MMC). CMC required within 5 years of employment. Anticipated starting salary range of \$40,000 - \$49,000 DOQE plus Excellent Benefits. An application and complete job description may be obtained at the Franklin County Government Center, 1255 Franklin Street, Suite #109, Rocky Mount, VA 24151 or apply online at www.franklincountyva.gov. Application review April 28, 2022. Position Open Until Filled. AA/EOE