

City of Glenarden
Deputy Clerk to the City of Glenarden Council (Part-time Position)
Job Post

The City of Glenarden City Council is presently accepting resumes for the part-time position of Deputy Clerk to the Council. The Deputy Clerk to the Council reports to the City Clerk to the Council and the Council President; and is responsible for the preservation of the official actions of the City Council through minutes, ordinances, and resolutions. The Deputy Clerk should have one to two years related experience and/or training or equivalent combination of education and experience. Minimum of two-year associate degree preferably in Secretarial Science or work equivalent. Excellent customer service skills. Demonstrated ability to work with confidential material. Some accounting knowledge. Working knowledge of computer and computer software skills including Microsoft Office Suite including Excel, Word, PowerPoint, and Outlook. Ability to use copier, scanner, telephone, and fax machine.

Please submit your resume to James Herring at jherringward1@aol.com, Council Clerk at councilclerk@cityofglenarden.org and Deborah Eason at deason@cityofglenarden.org, position will be open until filled. A full copy of the Position Description can be picked up from the James R. Cousins Jr. Municipal Center (Upper Level) at 8600 Glenarden Parkway, Glenarden MD, 20706.