

TOWN CLERK

The Town of Stephens City is seeking a qualified individual to serve as Town Clerk, a full-time, salaried position. The successful candidate will have experience with office procedures, billing, cash handling and excellent customer service skills. The Town Clerk is responsible for scheduling, maintaining office inventory, records management, recording of meeting minutes, processing payments; ensuring compliance with all Town and State Code provisions; and works closely with the Town Council. Experience with office software, preferably municipal software systems, is desired. Position requires excellent written, oral, and computer skills and the ability to multitask in a small business office. \$30,000 negotiable based on experience and skill. Excellent benefits package. EOE employer.

Applications are available at the Town Office, 1033 Locust Street, Stephens City, VA; by mail from the Town, P.O. Box 250, Stephens City, VA 22655; by calling 540-869-3087, or on the Town's website, www.stephenscity.vi.virginia.gov. Resumes will be accepted in lieu of applications. Position open until filled.

Applications and resumes are due no later than the end of business Monday, February 22, 2016.