



**TOWN OF MOUNT JACKSON, VA
FULL-TIME JOB OPPORTUNITY**

CLERK OF COUNCIL / ADMINISTRATIVE ASSISTANT

The Clerk of Council job duties will include attending various meetings of the Town Council, Planning Commission, and Board of Zoning Appeals; recording and preparing detailed minutes and official actions; and maintaining town records ensuring their preservation or disposal. The Administrative Assistant job duties will include maintaining the Town's Website and Facebook page; administering the Town's employee benefit plans; ordering office supplies; preparing the monthly newsletter; and receiving phone calls and walk-in requests as needed. Preferred candidates will possess at least an Associates/Technical Degree with coursework in business administration or management or related field, or have appropriate government clerical experience, or an equivalent combination of education and experience. In addition, applicants should have computer and word processing skills and be proficient using Microsoft Word and Excel. The Town provides an excellent benefits package that includes Anthem health insurance, Virginia Retirement System, life insurance, vacation and sick leave pay.

**Applications are available at Town Hall, 5901 Main Street, Mount Jackson, VA 22842 or online at
www.mountjackson.com
540-477-2121**

This position is open until filled, but preference will be given to applications received by June 3, 2022.

EOE