

## **Municipal Clerk Position**

### **Town of Windsor, VA**

The Town of Windsor is accepting applications for the Town Clerk position. The position attends Town Council, Planning Commission, and Board of Zoning Appeals meetings; prepares agenda packets, minutes, letters, memos, and flyers; maintains and updates official records and documents; prepares and submits applications for grants; responds to requests for information from the public, other municipalities, and the Town Council and staff; provides citizen services to include receiving payments and applications from customers; administers water services to include preparing water billing, work orders for the maintenance personnel, setting up new water accounts, preparing notices, and coordinating with Isle of Wight County Sewer Department and Hampton Roads Sanitation District (HRSD); acts as a backup for payroll; and performs various other administrative support functions.

Requires a High School diploma or GED and experience in administrative support and office operations, preferably in a municipal environment, or equivalent combination of education and experience. Experience with MUNIS preferred. Municipal Clerk Certification (CMC) preferred.

Salary will be commensurate with experience and education (Salary range: \$46,850 – \$70,273); excellent benefits including VRS retirement, life insurance, and healthcare coverage.

The position is open until filled.

Find the job description and application here: [www.windsor-va.gov/page/employment-opportunities/](http://www.windsor-va.gov/page/employment-opportunities/)

Applications may be hand-delivered or mailed to William Saunders, 8 E Windsor Boulevard, P. O. Box 307, Windsor, VA 23487 or emailed to [wsaunders@windsor-va.gov](mailto:wsaunders@windsor-va.gov).

The Town of Windsor is an Equal Opportunity Employer.

