



First Assistant Clerk of Council, full-time position.

The City of Youngstown, is seeking a full-time highly organized professional for an Administrative government position providing a full range of professional support to Youngstown City Council and the City Clerk of Council's Office. Under the supervision of the City Clerk, the First Assistant Clerk is responsible for various administrative tasks as delegated by the City Clerk.

Ability to transcribe meeting minutes, prepare agendas, reports, letters and resolutions. Must demonstrate proper use of the English language, including grammar, spelling and punctuation. Strong reading comprehension skills is necessary. Proficiency using Microsoft Office Word and Excel is required. Typing skills minimum 55 w.p.m. Strong communications skills both verbal and written. Individual needs to be very organized with the ability to multi-task. Possess at least three (3) years' work experience within a professional office environment. Experience working in a municipal government environment, is a plus. Ability to work some evening hours during the month to assist with meetings, is required.

Education: Associate degree in Business or Public Administration, Communications or certificate in paralegal studies or secretarial studies, or a combination of related coursework and work experience is desired.

Benefits include: Paid vacation, sick time, paid holidays, health, dental, vision & life insurance and OPERS pension plan. Competitive salary available.

Please submit resume and letter of interest to- **Attention:** Valencia Marrow, City Clerk, Office of the City Clerk, City Hall 26 S. Phelps Street, 6th Floor, Youngstown, Ohio 44503 **or** email resume to: vmarrow@youngstownohio.gov . *Resumes will continue to be accepted until the position is filled.