

Fourth Deputy Clerk of Council, full-time position.

Preferred education: an Associate's degree in Business, English, or Communications, paralegal, office /secretarial studies or related course of study. Experience with clerical procedures and records management systems. Ability to transcribe meeting minutes, proof reading, editing, and strong reading comprehension skills is required. Individual needs to be very organized. Proficiency using Microsoft Office Word and Excel. Typing skills minimum 55 w.p.m. and minimum of three (3) years' work experience in an office environment, preferred. Ability to work evening hours to assist with Council meetings, as needed. Salary range mid-thirty's.

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 by Friday, April 12, 2019.