



2nd Deputy Clerk of Council

The City of Youngstown is seeking a full-time 2nd Deputy Clerk of Council. Must be able to perform office clerical, secretarial and administrative functions. Ability to transcribe minutes, proof read and edit with strong reading comprehension skills is required. Proficiency with using Microsoft Office Suite. Typing skills minimum 55 w.p.m. plus a minimum of three (3) years' work experience in an office environment, preferred. Ability to maintain accurate and complete municipal records is needed. Availability to work some evening hours to assist with Council meetings, is required. Preferred education: Associate's degree in either Business, General studies, paralegal, office /secretarial studies certification or related course of study. Individuals who are bilingual are encouraged to apply. The City of Youngstown EOE.

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 information to: vmarrow@youngstownohio.gov by Friday, May 14, 2021.