

CITY OF BOWIE

Executive Office Associate/ Assistant to the City Clerk City Manager Office

JOB LISTING: The Executive Office Associate to the City Clerk provides extensive staff assistance to the Clerk and members of the Bowie City Council. The incumbent will work well both independently and as part of a team; should enjoy undertaking a variety of tasks throughout the course of their work; and have strong attention to detail.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Five (5) or more years of previous general office/clerical experience in municipal government or equivalent combination of education and experience.
- Knowledge of City operations, organization, planning, personnel management and resource management.
- Knowledge of Federal, State, and City laws and department policies, general orders and standard operating procedures, and industry regulations.
- Knowledge of Windows and current Microsoft Office programs (Word, Access, Excel, and PowerPoint). Ability to learn software such as CivicPlus, CivicClerk, and Laserfiche and assist others with doing so.
- Knowledge of using internet for information searches.
- Proven ability to provide strong customer service.
- Ability to pass appropriate written examinations.
- Ability to use written and oral communication with the public, co-workers, and Council.
- Ability to establish and maintain cooperative working relationships with co-workers and those contacted in the course of work.

PREFERRED QUALIFICATIONS

- Certified Municipal Clerk designation.
- Experience working in a municipal government environment.
- Knowledge and/or experience in election procedures.

****COVID-19 vaccination required in order to qualify for this position.***

SALARY: \$26.22 per hour

HOW TO APPLY: PLEASE VISIT THE CITY'S WEBSITE AT: WWW.CITYOFBOWIE.ORG AND CLICK ON THE EMPLOYMENT LINK.

APPLICATION DEADLINE: FRIDAY, FEBRUARY 24, 2023 BY 5:00PM All applicants MUST submit a completed City of Bowie employment application in order to be considered for this opportunity.

The City of Bowie is a drug and alcohol-testing employer. EOE