



# *A Heritage to Remember, A Future to Mold*

The Town of North Brentwood . Prince George's County's First African-American Settlement . Incorporated 1924

## **TOWN OF NORTH BRENTWOOD**

**Class Title – Town Clerk**

**FLSA Status – Non-Exempt**

Open – February 12, 2024

Monthly Stipend – \$800

Close – March 15, 2024

**General Class Description:** Town Clerk is the custodian of all official Town records and provides administrative support to Mayor and Council. Work requires a high level of responsiveness to citizens, and to the Council's and the Mayor's requests for information and support. Prepares agendas, materials and takes minutes for Town Council meetings. Must attend town meetings.

Ensures all taxable property within Town is assessed for taxation . Arranges for the collection of all taxes, special assessments, license fees, liens, and all other revenues the Town is responsible to collect. Works under the supervision of the Mayor and Town Manager. Perform any related duties as required.

### *Knowledge and Technical Skills*

- Deep understanding of Town's organization, programs, major projects/initiatives and business issues.
- Considerable knowledge of the regulations, codes and policies of Town government; and of practices and operations of municipal government.
- General knowledge of administrative and clerical practices and methodologies.
- Knowledge of computer equipment and software designed for government use.

### *Physical Requirements*

- Ability to operate a variety of office equipment.

### *Acceptable Training and Experience*

- Requires graduation from high school or equivalent; and 3-5 years of experience providing administrative and clerical support.
- Experience in a municipal environment, or equivalent combination of training and experience, which provides the required knowledge and skills.

*Part-time position – Mon., Tues., and Thurs, 9 am-1 pm; must attend evening Town meetings*

*For full job description – call 301.699.9699 or email [townmanager@northbrentwood.com](mailto:townmanager@northbrentwood.com)*

*Submit resume – [townmanager@northbrentwood.com](mailto:townmanager@northbrentwood.com)*