



TOWN OF CAPITOL HEIGHTS  
TOWN CLERK JOB ANNOUNCEMENT  
1 CAPITOL HEIGHTS BLVD, CAPITOL HEIGHTS MD, 20743

## Town Clerk

### Town of Capitol Heights – Capitol Heights MD

Grade 7: \$40,393.60 to \$55,036.80 a year

We are currently seeking a dynamic, outgoing Town Clerk to provide administrative support to the Town Council. A high level of responsiveness to citizens', the Council's requests for information and support is required. The Town Clerk is responsible for preparing agendas, materials, and minutes for Town council meetings. This individual will also prepare varied public informational materials, such as newsletter articles and website messages; oversees the maintenance of official Town records, organizes Town elections, and coordinate Town events. The ideal candidate must have a hands-on, can-do attitude as well as work well independently and in a team environment. Work is under the general direction of the Town Administrative Officer. Pay commensurate with experience.

Position open until filled

### **DUTIES AND RESPONSIBILITIES**

- Prepares official Council meeting agendas
- Attends regular and special meetings of the Mayor and Council to record meeting minutes and materials for same.
- Prepares and posts notices of public meetings and hearings; notifies the news media of scheduled meetings; posts such notices to the website and bulletin board.
- Plans, schedules, and serves as the official coordinator of the major Town municipal events.
- Prepares all legislative actions for official signature and file.
- Work as the Staff Liaison to the Board of Elections and the Ethics Commission; prepares agendas and produces required minutes from meetings.
- Responds to all Public Information Act requests.
- Maintains Town records using ShoreScan
- Provides oversight to Town departments on following the Town records retention policy.
- Assists the Board of Elections with Town Elections.
- Interacts effectively with citizens, public officials, committee members, Council Members, the Mayor, and Department Heads to provide and obtain information, responds to inquiries, coordinates meeting activities; and determines the status/issues of Town program, projects and initiatives.
- Interprets Town Code, policy and procedural manuals, invoices, and other related documents.
- Proofreads monthly newsletter.
- Performs related work as assigned



TOWN OF CAPITOL HEIGHTS  
TOWN CLERK JOB ANNOUNCEMENT  
1 CAPITOL HEIGHTS BLVD, CAPITOL HEIGHTS MD, 20743

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Associate degree in Business or Public Administration with 3 - 5 years of experience providing administrative and clerical support to include experience in a municipal environment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Experience with Microsoft Office 365, Outlook, Adobe Acrobat essential. Experience with GovQA and Citibot preferred.

**SPECIAL CERTIFICATIONS AND LICENSES:**

- Must be willing to achieve Certification as a Municipal Clerk within three years of employment.
- Notary Public License preferred. Must be willing to obtain within one year of employment

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The Town of Capitol Heights is an Equal Opportunity Employer. ADA requires Town of Capitol Heights to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Vaccination Requirement**

All Town employees are required to be vaccinated for COVID-19 except for employees who request a religious exemption.



TOWN OF CAPITOL HEIGHTS  
TOWN CLERK JOB ANNOUNCEMENT  
1 CAPITOL HEIGHTS BLVD, CAPITOL HEIGHTS MD, 20743

## **HOW TO APPLY**

1. If you are submitting a physical application along with a resume and supporting documentation, please bring all required documents to Town Hall, **1 Capitol Heights Blvd, Capitol Heights MD 20743**, and leave with the receptionist. Your application will be time-stamped on the date and time received.
2. If you are applying for employment online via the town's website, [Form Center • Capitol Heights, MD • CivicEngage \(capitolheightsmd.gov\)](#), please be sure to fill in all required spaces. Once completed, you will receive an email notifying you that your application has been received.
3. If you are submitting your application and supporting documentation via email, please email all required documentation, **specified in one (1) PDF file** to the Ms. W. Hamer at [whamer@capitolheightsmd.com](mailto:whamer@capitolheightsmd.com). You will receive a confirmation email that your application has been received.

## **Required Supporting Documentation**

- Cover Letter
- Resume
- Three (3) professional references (names, emails, phone numbers)

**Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.**