

**CUYAHOGA COUNTY ANNOUNCES  
THE FOLLOWING CAREER OPPORTUNITY**

**Job Title:** Deputy Clerk of Council  
**Department:** County Council  
**Location:** 1219 Ontario Street  
Cleveland, OH 44113

**Pay Grade:** 13  
**Pay Range:** \$53,726.40 - \$64,459.20  
**Reports to:** Clerk of Council  
**Hours:** 8:30 AM to 4:30 PM  
Monday through Friday  
(May require some evening meetings)

**ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.**

**REQUIREMENTS:** Bachelor's degree in public administration, business administration, management or related field with two (2) years of administrative experience preferably in a public agency; or any equivalent combination of training and experience. Knowledge of County government and understanding of legislative processes, parliamentary procedures and the Ohio sunshine laws. Demonstrated exceptional communication and organizational skills, and attention to detail. Certified Municipal Clerk (CMC) designation preferred, but not required.

**RESPONSIBILITIES:** Under direction of the Clerk of Council:

- assists in preparing public notifications of Council business as required by law and/or Council Rules;
- assists in preparing and distributing Council and Council Committee agendas;
- finalizes approved legislation;
- schedules, attends, records and produces minutes of Council and Council Committee meetings;
- oversees daily operations and functions as Clerk of Council pro tem during absence of Clerk;
- assists Clerk of Council with research, information gathering and fact-finding;
- assists in developing new operations, systems, policies and/or procedures for new County Council relative to Clerk of Council activities/functions;
- performs administrative functions including maintaining official documents, records, journals, filing systems and databases of Council and department;
- ensures work is performed according to established standards;
- may be required to supervise others;
- adheres to all applicable Rules of Council, County Charter, and County policies and procedures;
- responds to requests for information and adheres to public records retention schedules;
- interacts with County Council members, Council staff; County Executive staff, department staff and the public as required;
- performs all other duties as assigned.

**APPLICATION PROCEDURE:** Submit a resume with a cover letter to the Office of County Council, Room 424, County Administration Building, 1219 Ontario Street, Cleveland, Ohio 44113. Please DO NOT FAX application and/or resume. Electronic materials may be sent to [countycouncilhr@cuyahogacounty.us](mailto:countycouncilhr@cuyahogacounty.us)

**Applications must be received by 4:30 p.m. on February 1, 2011**

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Office of County Council.

**Equal Opportunity Employer – Smoke-Free and Drug-free Workplace.**  
To apply on-line visit our website: [www.cuyahogacounty.us](http://www.cuyahogacounty.us)

Posted: