

**Village Clerk** – The Village of Marvin, North Carolina (pop. 6,200) is seeking a highly motivated and experienced Clerk. The Clerk position reports to the Administrator and Village Council. The ideal candidate will have excellent communication skills, as well as strong organizational and leadership skills. He or she must possess a comprehensive knowledge of municipal legislative processes, knowledge of laws related to open meetings, open records and records retention, ability to utilize technology to update various portions of the Village’s websites relative to posting meeting agendas and minutes, and the ability to interpret Statutes and Village ordinances. The successful candidate will also be responsible for duties including, but not limited to, attending and preparing minutes for all meetings of Village Council and Planning Board, preparing agendas and meeting packets, conducting an annual update of the Village’s Codified Ordinances, and other projects as assigned by the Administrator or Village Council. The successful candidate will possess a Bachelor’s degree from an accredited university. The position is full-time with benefits. The salary range is \$45,000-\$55,000, DOQ. Submit cover letter and resume to Village of Marvin, Attn: Clerk Applicant, 10004 New Town Rd., Marvin, NC 28173 or [finance@marvinnc.org](mailto:finance@marvinnc.org). **Position is open until filled.** EOE.