

Job Title: Assistant City Clerk

Division: City Clerk's Office

Status: Full-time

Salary Range: \$51,157-\$57,929



Candidates need to submit a cover letter and resume to HR Director Sherry Lewis via email: [lewiss@huntingtonwv.gov](mailto:lewiss@huntingtonwv.gov). They may also apply in person at City Hall, Room 145 – HR Office or complete an online application at [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on *City Government*, then *Employment Opportunities*. Applications/resumes will be received through the close of business on Monday, March 16, 2026. EOE

### ASSISTANT CITY CLERK

Job Category: Administrative  
Department: City Clerk's Office

Job Code No.: Clerk-02  
Pay Grade: A15  
FLSA Status: Exempt

### NATURE OF WORK

This is responsible secretarial work in carrying out assigned phases or general functions within the City Clerk's Office. Work involves the performance of secretarial duties for City Council. Well-established procedures must be followed to ensure and maintain accuracy in all documentation. Direction is received from the City Clerk.

### MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS

Graduation from high school or GED; experience in secretarial work; or any equivalent combination of education and experience.

Valid driver's license from state in which employee resides.

City residency required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares correspondence for City Council and all ordinances adopted into ordinance books or Journal; prepares Council minutes in their entirety in minute books or journals.

Maintains filing system for all City Council records.

Receives phone calls and visitors; takes messages when necessary.

Orders supplies and processes payment requests and purchase orders.

Handles travel arrangements for members of City Council.

Processes Fire and Police Department applications for Civil Service Commissions.

Operates standard office equipment, including a typewriter, computer, calculator and Dictaphone.

Assumes duties of City Clerk in his/her absence.

Serves as Elections Officer in the absence of the City Clerk.

Responsible for operation of audio/visual equipment and taking minutes for Civil Service Commission meetings.

Coordinates schedule of meetings held in the Council Chambers and the conference room.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

#### NECESSARY KNOWLEDGE SKILLS AND ABILITIES

Knowledge of the principles and practices of municipal government.

Knowledge of parliamentary procedures.

Knowledge of business English, spelling, arithmetic and vocabulary.

Knowledge of modern office practices, procedures and equipment.

Skill in the operation of standard office equipment.

Ability to maintain accurate and legible records of official City business.

Ability to maintain office records for ease of accessibility.

Ability to transcribe.

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships with City officials, employees, and the public.

Ability to handle confidential information and matters in a discreet and professional manner.

#### TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, typewriter, computer, Dictaphone/transcriber, tape recorder, scanner, copy machine, fax machine, and audio/visual equipment.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 25 pounds.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.