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Assistant City Secretary (Municipal Clerk) - City of Volente

Village of Volente

Volente, TX 78641

Employer actively reviewed candidates 6 days ago

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Job details

Job Type

Full-time

Number of hires for this role

1

Qualifications

- Microsoft Office: 2 years (Required)
- High school or equivalent (Preferred)
- Website management: 1 year (Preferred)

Full Job Description

Assistant City Clerk/Secretary (Municipal Clerk) - City of Volente

The City of Volente is located in Travis County bordering the beautiful northern shores of Lake Travis. We are a quaint community close enough to Austin to enjoy all the luxuries of convenience, but far away enough to enjoy the peacefulness and tranquility of a small village community. The City of Volente is seeking a rising star - an **Assistant City Secretary** (Municipal Clerk) with excellent administrative skills.

In this role, you will provide assistance and support to the City Secretary by providing administrative, record keeping, ordinance management, responding to citizen requests, coordinating and preparing for meetings, assisting citizens with the building permit process, managing social media presence and coordinating compliance related duties.

Your success will be measured in your ability to effectively:

- Coordinate, organize and process all official records of the city which may include preparing, updating, filing and maintaining a variety of correspondence and documents, including ordinances, resolutions, contracts and agreements, and recording information in various logs and records.
- Effectively respond to calls, visitors, and mail in a timely manner.
- Respond to inquiries regarding building codes and walk-in applicants through the permitting process and builders packet.

- Assist with the tracking, escalation and follow through on complaints and possible code violations.
- Assists with all functions of the City Secretary and performs such functions in the absence of the City Secretary.
- Assists City Secretary in preparing agendas for City Council, Planning & Zoning, and Board of Adjustment meetings and participate in assembling agenda packets. Publish and post notices as required by law.
- Participate in performing a wide variety of administrative duties for the City Secretary.
- Assist City Secretary in the preparation and compilation of documents necessary in the administration of the annual General Election.
- Assist City Secretary in responding to requests for information from the Mayor, Council, and citizens
- Assist in coordinating community events
- Performs other duties as assigned by the City Secretary and the Mayor.

Knowledge, Skills and Abilities

- Advanced skills in Microsoft Office products, databases, and Quickbooks required
- Advanced ability to create presentation materials required
- Ability to write clear and concise reports, memoranda, directives and letters required
- Ability to analyze complex problems and prepare recommended solutions required
- Ability to establish and maintain effective working relationships with the City Council, Committee Chairs, and the general public.
- Ability to maintain composure and professionalism during high-stress situations.
- Proven track record in successfully supporting a municipality or other government office, preferred

Education and Experience

- Bachelor's degree with coursework in public administration, accounting or business, and/or related field required
- 2 years' experience and success, serving in a senior level administration position, supporting a team of executives, preferably in an Executive Assistant and/or Paralegal capacity, preferred
- Moderate to advanced experience coordinating community marketing, social media updates, and/or event coordination

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, gender, sexual orientation, gender identity, national origin, veteran or disability status

Job Type: Full-time

Pay: \$19.25 - \$25.00 per hour

Benefits:

- Health insurance
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

Experience:

- Microsoft Office: 2 years (Required)
- EA or Paralegal: 1 year (Preferred)
- Website management: 1 year (Preferred)

Work Location:

- One location

Company's website:

- www.villageofvolente-tx.gov

Benefit Conditions:

- Waiting period may apply

Work Remotely:

- No

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings

30+ days ago

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Village of Volente
16100 Wharf Cove
Volente, Texas 78641

February 25, 2021

Melissa Seltsmann
[REDACTED]

Dear Melissa,

On behalf of the Village of Volente, it is my pleasure to extend you an employment offer for the position of Assistant City Secretary. You will be reporting to me, the City Secretary of the Village of Volente, and your start date is scheduled for **Monday, March 1, 2021 at 9:00 A.M.**

This is a full-time regular position, eligible for overtime pay after 40 hours in a workweek. All overtime must be approved by the City Secretary prior to incurring any overtime hours. We are offering you a pay rate of \$20.00 per hour, paid bi-weekly.

In addition, your compensation package includes the following options (subject to policy or plan changes):

- Reimbursement of up to \$700 per month for health insurance coverage for a period not to exceed ninety (90) days, then benefits offered through TML Health Benefits Pool, or equivalent.
- Paid holidays, vacation and sick pay in accordance with the Village of Volente's Personnel Policy.
- Six month probationary period.

This job offer is contingent upon the following:

- Completion of a satisfactory background check
- Satisfactory reference check

On your first day, please provide appropriate documentation for the completion of your new-hire forms, including proof you are eligible to work in the United States and proof of your identity.

Please indicate your acceptance of our offer by signing below and returning a copy to me at city_secretary@volentetexas.gov. If you have any questions about this offer, please contact me at (512) 250-2075. We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Sincerely,
[REDACTED]

Sonja De La Fuente
City Secretary

cc Mayor Dan Thost

