



## CITY CLERK

City of Lemon Grove, California

Salary: \$84,692 - \$ 122,307 Annually DOQ

The City Clerk is a mid-management classification that reports directly to the City Manager and performs a variety of routine to complex, detailed, and highly responsible professional and managerial duties in support of the activities and services of the City Clerk's Office; executes administrative tasks as prescribed by Government Code; administers municipal elections, legislative functions, management and preservation of records, public information and filing officer duties as required by State law.

Requirements include a Bachelor's degree from an accredited college or university with major course work in public or business administration, business management or a closely related field; five (5) years of increasingly responsible experience as a City Clerk, Assistant City Clerk, or Deputy City Clerk in a municipal government environment; valid Class C California driver's license; valid California Notary Public certification; and possess (or become) a Certified Municipal Clerk within 18 months of appointment.

APPLY BY: Thursday, March 30, 2023. For more information, visit our Website:  
[www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)